

SAN GABRIEL VALLEY

COUNCIL BYLAWS

ARTICLE I. NAME

The name of the corporation is San Gabriel Valley these bylaws as the "corporation".
 Council, (Inc.,*) Boy Scouts of America, sometimes referred to in *If required by state law.

ARTICLE II. PURPOSE AND RESPONSIBILITIES

PURPOSE

Section 1.

The corporation shall promote, within the territory covered by the charter from time to time granted it by the Boy Scouts of America and in accordance with the Congressional Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America, the scouting program of promoting the ability of boys and young men and women to do things for themselves and others, training them in Scoutcraft, and teaching them patriotism, courage, self-reliance, and kindred virtues, using the methods which are now in common use by the Boy Scouts of America. In achieving this purpose, emphasis shall be placed upon the educational program of the Boy Scouts of America and the oaths, promises, and codes of the Scouting program for character development, citizenship training, and mental and physical fitness.

The corporation shall fulfill the basic purpose of the Scouting movement within its territory, making Scouting training available to all boys and young men and women and serving organizations and community groups using the Scouting program while maintaining standards and policies, protecting official badges and insignia, and providing adequate leadership and finances.

RESPONSIBILITIES

Section 2.

The responsibilities of the corporation shall be controlled and directed by the Boy Scouts of America through its Bylaws and Rules and Regulations.

Clause 1. It shall be the duty of the corporation to promote the program of Scouting through the organization and registration annually of units and their personnel; also to approve and provide leadership and supervision of

and program activities, within the territory covered by its charter, in such a manner as to ensure compliance with the provisions of the Bylaws of the Boy Scouts of America and the Rules and Regulations thereof.

Clause 2. The corporation shall guard against the use of the official uniform and insignia by persons not officially registered with the Boy Scouts of America and shall bring to the attention of the Boy Scouts of America any violation of regulations not within its power to prevent or any attempt to commercialize the Scouting movement.

Clause 3. The corporation shall, through its Scout executive and other volunteer and professional representatives, make the benefits of the Scouting program known to all organizations or community groups having contact with youth life and cooperate in the organization of units so that boys and young men and women may have the benefit of the Scouting program.

The corporation shall provide means for assisting chartered organizations in securing and training qualified persons to serve as unit leaders and assistants. The corporation shall provide facilities and leadership in order that Scouts under its jurisdiction may have the opportunity to have a year-round outdoor program totaling at least 10 days and nights of hike, overnight camp, camporee, and summer camp experiences, with adequate facilities and supervision.

Clause 4. The corporation shall endeavor to provide facilities and leadership in order that Explorers under its jurisdiction may have the opportunity to participate in at least 5 days and 5 nights of trips and Explorer activities away from home each year.

Clause 5. The corporation shall provide procedures for advancement in order that youth members may meet the various requirements of rank as authorized by the Boy Scouts of America, under such conditions as will reduce to a minimum the necessity of traveling a great distance from home or of interfering with schoolwork or home duties.

Clause 6. The corporation shall cooperate with the Boy Scouts of America in the selection of stores, located within the local council's territory, for appointment as authorized and licensed distributors of official uniforms,

literature and equipment. A sufficient number of stores shall be authorized by the Boy Scouts of America to provide adequate service to the youth and adult members in the territory serviced by the local council.

ARTICLE III. MEMBERS OF THE LOCAL COUNCIL

NUMBER, CLASSES, AND QUALIFICATIONS

Section 1.

The corporate membership of the corporation shall be composed of active members and may also include associate members and honorary members; the corporate membership shall be known and designated collectively as the San Gabriel Valley Council of the Boy Scouts of America. All active, associate, and honorary members must meet the membership qualifications established by article VI of the corporation's articles of incorporation. The corporation also may enroll sustaining members pursuant to clause 3 of this section. Sustaining members shall not be part of the corporate membership of the corporation unless elected as associate members pursuant to clause 2.

Active Members

Clause 1. The active membership of the local council shall consist of chartered organization representatives and members at large. Chartered organization representatives shall represent organizations or community groups operating units. Each organization or community group to which a charter is granted by the Boy Scouts of America to operate one or more recognized Scouting units shall elect or appoint a chartered organization representative, who shall be other than the unit leader or assistant unit leader, as a member of the local council.

Members at large of the local council shall include persons chosen from the various business, civic, educational, labor, professional, social, and religious interests of the communities in the corporation's territory.

The local council shall have not fewer than 100 active members. At all times chartered organization representatives shall constitute a majority of the active membership of the local council.

Associate Members

Clause 2. The active members of the local council may elect as associate members of the local council persons desiring to maintain an active Scouter membership without assignment to active service. Associate members shall have no vote but may wear the uniform and insignia of lay members without office.

Sustaining Members

Clause 3. The local council may enroll as sustaining members persons desiring to be identified through their financial support and influence in expansion of the corporation's program. Sustaining members who satisfy the eligibility requirements may be elected as associate members pursuant to clause 2 of this section. Sustaining members shall have no vote.

Honorary Members

Clause 4. The active members of the local council may elect as honorary members of the local council persons whose election may further the Scouting program. Honorary members shall have no vote.

ELECTION AND TERM; VACANCIES

Section 2.

Active Members

Clause 1. Chartered organization representatives shall become active members of the local council upon their election or appointment by the chartered organization or community group and upon their being registered by the Boy Scouts of America as chartered organization representatives; they shall continue to be active members for such period as such organization community group shall continue to hold a charter from the Boy Scouts of America to operate a unit.

Each member at large shall be elected at the annual meeting of the local council by the active members then in office, shall take office immediately following such meeting, and shall hold office until the conclusion of the next succeeding annual meeting of the local council.

Associate and Honorary Members

Clause 2. Associate members and honorary members of the local council shall be elected at the annual meeting of the local council by the active members then in office, shall take office immediately following such

BYLAWS-ARTICLE III, SECTION 3

meeting, and shall hold office until the conclusion of the next succeeding annual meeting of the local council.

Vacancies in Active Membership

Clause 3. A vacancy in the active membership of the local council caused by the death, resignation, removal, or failure to qualify of a chartered organization representative shall be filled by the chartered organization or community group which initially elected or appointed the chartered organization representative. A vacancy in the active membership of the local council caused by the death, resignation, removal, or failure to qualify of a member at large may be filled by the Board of Directors of the corporation and the member at large so elected shall hold office until the conclusion of the next succeeding annual meeting of the local council.

Special Meetings

Clause 3. Special meetings of the local council may be called by the president or the Board of Directors at any time and shall be called within 60 days upon the request in writing of at least one-fifth of the active members of the local council (such request specifying the object of the special meeting). Special meetings shall be held at such place within the corporation's territory, or on property that is owned or leased by the corporation that is not located within the corporation's territory, as the president or Board of Directors may specify except that a special meeting called to consider a proposal to merge or consolidate with one or more corporations which are chartered local councils of the Boy Scouts of America may, to the extent permitted by law, be held in the territory of one of such other corporations if the president or the Board of Directors shall so specify.

Notice

Clause 4. A written notice of any meeting of the local council, regular or special, shall be mailed to each member of the local council who is entitled to attend the meeting at least 20 days or earlier in the case of the annual meeting (see section 4) in advance thereof and shall indicate the time and place of and the business to be transacted at the meeting.

MEETING; QUORUM; VOTING

Section 3.

Annual Meeting

Clause 1. The annual meeting of the local council shall be held at such place within the corporation's territory, or on property that is owned or leased by the corporation that is not located within the corporation's territory, and at such time as the Board of Directors of the corporation may determine. The annual meeting of the local council shall be for the purpose of (a) receiving annual reports of the Board of Directors, officers, and various committees, (b) electing members at large, associate and honorary members of the local council, National Council members, regular members of the Board of Directors, 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.

Quorum

Clause 5. A quorum for the local council shall be 5% of the active members of the council.

Attendance at Meetings; Voting

Clause 6. All active, honorary, and associate members of the local council shall be entitled to attend any meeting of the local council. The local council may invite other persons to attend local council meetings but such persons shall have no vote. Each active member of the local council present at a local council meeting shall be entitled to one vote and voting by proxy shall not be permitted. Except in the case of elections where voting shall be by ballot, voting at a meeting of the local council may be by ballot, voice, or show of hands as the chairman of the meeting may rule unless otherwise determined by the members entitled to vote. Unless otherwise required by law, the articles of incorporation or these bylaws, any questions (other than election) presented to a meeting of the local council at which a quorum is present shall be determined by a majority of those actually voting; no elections shall be determined by plurality of those actually voting.

Other Regular Meetings

Clause 2. In addition to the annual meeting, the local council may have such other regular meetings as may be established by resolution of the Board of Directors of the corporation. Each regular meeting shall be held at such place within the corporation's territory, or on property that is owned or leased by the corporation that is not located within the corporation's territory, as the president or the Board of Directors may specify.

**NOMINATING COMMITTEE OF THE
LOCAL COUNCIL**

Section 4.

At least 90 days prior to the annual meeting of the local council, the president shall appoint, with the approval of the Board of Directors, not fewer than three active members of the local council to serve as a nominating committee. At the annual meeting of the local council the nominating committee shall nominate persons to be elected as members at large of the local council, associate and honorary members of the local council, regular members of the Board of Directors, National Council members, and officers of the corporation other than the Scout executive. The notice of the annual meeting should be mailed between 45 and 60 days prior to the meeting, announcing the membership of the nominating committee so that active members of the local council may make recommendations of possible nominees to the committee for its consideration. Recommendations to the committee shall be made in writing at least 30 days prior to the meeting.

Section 5.

A suggested council election procedure appears in the appendix. (These may be adopted for use by Board of Directors resolution.)

**COMMITTEE ON PROGRAM AND
RESOLUTIONS**

Section 6.

At least 60 days prior to each regular meeting of the local council including the annual meeting, the president may appoint, with the approval of the Board of Directors, not fewer than three nor more than five active members of the local council to serve as a committee on program and resolutions for the next regular local council meeting. The notice of such meeting mailed to members of the local council shall announce the membership of this committee and shall invite suggestions from each active member of the local council for the arrangement of the program and resolutions to be considered at the meeting. All suggestions to the committee shall be in writing. The committee shall consider and present to the meeting of the local council or to the appropriate committee of the Board of Directors with recommendations, all suggestions made to it at least 5 days prior to the meeting or which it itself proposes for consideration and action. If a committee on program and resolutions is appointed, no resolution shall be considered at any regular meeting of the local council unless it has first been presented to or proposed by the committee in accordance with this section.

ARTICLE IV. THE BOARD OF DIRECTORS

POWERS AND FUNCTIONS

Section 1.

The Board of Directors shall be the governing body of the corporation and shall manage its affairs. The Board of Directors shall be the local reviewing authority with respect to matters within the Scouting movement which arise in the territory of the corporation.

MEMBERSHIP

Section 2.

The Board of Directors of the corporation shall consist of (a) not fewer than 25 nor more than 50 regular members elected by the local council from among its active members plus, (b) the officers of the corporation including the Scout executive, who shall have no vote, (c) the chairmen of the committees of the Board of Directors, (d) the chairmen of the several district committees, upon their

being approved by the Board of Directors, and (e) not more than two youth members, who shall be registered Boy Scouts or Explorers appointed by the council president with the approval of the Board of Directors to serve for a term of 1 year.

ELECTION AND TERM; VACANCIES

Section 3.

Regular members of the Board of Directors shall be elected at the annual meeting of the local council, shall take office immediately following such meeting, and shall continue in office until the conclusion of the next succeeding annual meeting of the local council and until their respective successors are elected and qualify. Chairmen of the committees of the Board of Directors take office as members of the Board of Directors upon

BYLAWS-ARTICLE IV, SECTION 4

their being appointed by the president and approved by the Board of Directors. District chairmen take office as members of the Board of Directors upon their being approved by the Board of Directors. Upon the death, resignation, removal, or failure to qualify as a member of the Board of Directors of any regular member or officer, the Board of Directors may elect an eligible person to fill the vacancy so created for the unexpired period of the term of office.

MEETINGS; QUORUM; VOTING

Section 4.

The Board of Directors shall meet at such time and place as the Board of Directors may direct and in any event at least four times annually including an organizational meeting as soon as practicable following the annual meeting of the local council. It shall be the general practice of the Board of Directors to meet quarterly. Special meetings of the Board of Directors may be called by the executive committee of the Board of Directors or by the president and shall be called within 30 days upon the written request of at least one-fifth of the members of the Board of Directors (which request shall specify the purpose of such special meeting). A notice of each meeting of the Board of Directors shall be mailed to each member at least 5 days in advance of the meeting.

One-third of the members of the Board of Directors shall constitute a quorum for all purposes.

Unless otherwise required by law, the articles of incorporation or these bylaws, all questions, (except elections and appointments) presented to a

meeting of the Board of Directors at which a quorum is present shall be decided by a majority of those actually voting; elections or appointments shall be decided by a plurality of those actually voting.

Any regular member of the Board of Directors who fails to attend two meetings of the Board of Directors in any one year shall not be eligible for reelection as a regular member of the Board of Directors for the ensuing term, provided, however that the Board of Directors may excuse absences and any absence so excused shall be counted as a meeting attended.

ADVISORY COUNCIL

Section 5.

There shall be an advisory council to the Board of Directors composed of (a) members of the Board of Directors who have served on the Board of Directors not less than 5 years and who can no longer attend regular meetings of the board but wish to continue their relationship with the corporation in an advisory or consulting capacity; (b) such other persons who, being able to devote time to Scouting on a regular basis, wish to serve Scouting upon special assignment.

Both (a) and (b) membership on the advisory council requires a two-thirds vote of the members of the Board of Directors present at any meeting.

Members of the advisory council shall be entitled to receive notice of and to attend all meetings of the Board of Directors, but shall have no vote.

*No fewer than four times per year.

ARTICLE V. COMMITTEES OF THE BOARD OF DIRECTORS

COMMITTEES; APPOINTMENT

Section 1.

There shall be an executive committee consisting of the persons and having the powers specified in section 2 of this article.

In addition, subject to the provisions of section 3 of this article, the Board of Directors shall have committees, each of which shall have such powers and responsibilities as may be fixed by resolution of the Board of Directors in accordance with guidelines and procedures from time to time recommended by the Boy Scouts of America. The committees of the Board of Directors shall be appointed from members of the local council or from persons satisfying the qualifications set forth in article III, sections 1 and 2, annually by the president with the advice and approval of the Board of Directors, at the regular meeting of the Board of Directors next following the annual meeting of the local council.

In the event a person, other than the chairman of a committee in the district, who is not a member of the local council is appointed to such a committee, that person may be elected as a member at large of the local council. As provided in section 2 of article IV of these bylaws, the chairmen of the committees shall, by reason of their positions as such, be members of the Board of Directors. All actions of the committees shall be subject to the approval of the Board of Directors.

EXECUTIVE COMMITTEE

Section 2.

The executive committee shall be composed of those persons who are officers of the corporation, including the Scout executive

ARTICLE VI, SECTION 2-BYLAWS

(who shall have no vote), and may include others appointed by the president.

The executive committee of the Board of Directors shall have and may exercise all the necessary powers of the Board of Directors in the management of the corporation during the intervals between the meetings of the Board of Directors, but in no event shall the executive committee act contrary to action theretofore taken by the Board of Directors. Minutes shall be kept of all executive committee action and reported to the ensuing meeting of the Board of Directors for its approval.

Meetings of the executive committee may be called at any time by the president and shall be called by the president within 30 days upon the request of three or more members of the executive committee. It shall be the general practice of the executive committee to meet in those months in which the Board of Directors does not meet. All meetings of the executive committee shall be held on at least 3 days' written notice or day's notice by cablegram, telegram, or radiogram. A majority of the voting members of the executive committee shall constitute a quorum.

COMMITTEES

Section 3.

The committees of the Board of Directors shall be responsible for the

development and effectiveness of programs and policies of the corporation in accordance with standards and requirements as established by the Boy Scouts of America. The corporation shall have committees (or specialists under one plan of council and district organization) of the Board of Directors as may be authorized by the Boy Scouts of America operations manual published for the council's adopted plan of council and district organization.

The committees of the Board of Directors shall be so organized as to provide for the coordination of their work throughout the entire territory of the corporation. The Board of Directors's committees shall be concerned with the development of policy, program, and procedures as approved by the Board of Directors in the interest of the uniform development and extension of Scouting throughout the territory of the corporation.

The committees shall function throughout the year, meeting as often as may be necessary in the judgment of the committee chairman, president, or Scout Executive.

Committees shall be guided by the program material and manuals made available by the national office of the Boy Scouts of America and shall make recommendations in light of their experience and knowledge of local conditions.

The committees shall perform the tasks organized under the four functions: membership/relationships, finance, program, and unit service. Other committees may be formed to handle special functions.

ARTICLE VI. OFFICER AND NATIONAL COUNCIL MEMBERS

OFFICERS; ELECTIONS AND APPOINTMENT

Section 1.

The officers of the corporation shall be a chairman, a president, a senior vice-president, 7 vice-presidents, a treasurer, a council commissioner, and a Scout executive who shall also fill the office of secretary. The officers, with the exception of the Scout executive, shall be elected from the active membership of the local council at the annual meeting of the local council, shall take office immediately following such meeting and shall hold office until the conclusion of the next succeeding annual meeting of the local council and until their successors are elected and qualify. Vacancies in these offices occurring between annual meetings of the local council may be filled by the Board of Directors. The Scout executive shall be appointed by and shall serve during the pleasure of the Board of Directors.

The local council may, upon the nomination of the Board of Directors, create honorary offices and elect persons to fill the offices so created. Honorary officers shall have no duties or vote.

CHAIRMAN

Section 2.

The chairman shall preside at the council's annual business meeting and chair the program and resolutions committee. The chairman will also serve as a member of the council nominating committee and ex-officio of all committees of the Board of Directors. The chairman shall serve as the council's representative to the area, region and national organization's meetings.

PRESIDENT

The president shall serve as chairman of meetings of the local council, the Board of Directors, and the executive committee and shall be a member ex officio of all committees of the Board of Directors and shall perform such other functions as herein provided or as are assigned by the Board of Directors. The president is automatically elected by the National Council to serve as a local council representative during the term of office.

SENIOR VICE-PRESIDENT

The senior vice-president shall preside at meetings in the president's absence and serve as ex-officio member of all council committees. The senior vice-president performs such other functional responsibilities as assigned by the president.

VICE-PRESIDENTS

Section 3.

The vice-presidents shall perform such functions as may be assigned to them by the Board of Directors. In case of the president's inability or failure to make such designation, the Board of Directors or executive committee may designate one of the vice-presidents to serve during the president's absence or inability to serve.

TREASURER

Section 4.

The treasurer shall be responsible, through methods of internal control, for the recording and deposit of all receipts of the corporation, for the proper disbursement of its cash and accounting for all property of the corporation, whether real or personal, tangible or intangible, however acquired. The treasurer shall present annually to the Board of Directors a statement of all income and expenses during the prior year, together with a statement of all assets, liabilities, and fund balances of the corporation as at the end of that year, these statements first having been duly audited and certified in accordance with generally accepted auditing standards by certified public accountants or other recognized independent public accountants approved by the Board of Directors or executive committee. A copy of such audited annual statements shall be kept available at the office of the corporation for inspection by members of the corporation, and a copy shall be filed with the national office of the Boy Scouts of America. The treasurer shall also present interim period reports as required by the Board of Directors.

No more than two assistant treasurers may be appointed by and shall act during the pleasure of the Board of Directors or executive committee.

The treasurer and assistant treasurers shall be bonded.

COUNCIL COMMISSIONER

Section 5.

The council commissioner is responsible for seeing that the unit-service function is performed.

The council commissioner shall:

- (a) Supervise the activities of the commissioner staff and preside at council wide meetings of district commissioners and conduct commissioner conferences.
- (b) Give leadership to the recruiting and training of an adequate commissioner staff so as to provide continuing and effective commissioner service to each unit.

- (c) Maintain the standards of the Boy Scouts of America, uphold national policies, promote good uniforming and the correct wearing of insignia.
- (d) Be concerned with the proper recognition of unit leaders and the maintenance of their morale, and report unit conditions to the Board of Directors.
- (e) Help the district commissioners to maintain a good working relationship with their district committee.
- (f) Maintain procedures that will assure maximum unit charter renewals.
- (g) Assist the council president and Scout executive in the capacity of uniformed council officer, representing the council president where assigned at appropriate council and/or district events.
- (h) Support the district commissioners by providing supplemental training to the district commissioner staff.
- (i) Serve as the program "quality-control" officer of the council as directed by the council president and/or Scout executive.
- (j) Provide service to Explorer units where needed.

The council commissioner shall work with the president to secure help of committees in meeting unit needs.

The council commissioner must be at least 21 years of age and election is subject to approval and issuance of a commission as council commissioner by the Boy Scouts of America.

The council commissioner is automatically elected by the National Council to serve as a local council representative during the term of office.

SCOUT EXECUTIVE

Section 6.

(a) The Scout executive shall be the chief executive officer of the corporation and shall have general direction over the administrative work of the corporation, subject to the authority and direction of the Board of Directors. The Scout executive shall serve as the secretary of the local council, the Board of Directors, its executive committee, all other committees of the Board of Directors, and district committees and shall be a member ex officio of all committees of the Board of Directors but without a vote.

The Scout executive may designate one or more representatives to serve as secretaries of district committees and, when necessary, committees of the Board of Directors.

- (b) The Scout executive shall be responsible for the administration of the Scouting program within the territory of the corporation and for making effective within such territory the policies and programs of the corporation in accordance with the policies of the Boy Scouts of America as from time to time announced by it.
- (c) The Scout executive may execute, on behalf of the corporation, all documents, deeds, or notes duly authorized to be executed and shall be the custodian of the seal of the corporation and may affix the same. As to notes and deeds, such countersignatures shall be required as the Board of Directors may direct.
- (d) The Scout executive shall assist the treasurer in maintaining the accounting records and the budget system and shall be responsible for preparing monthly detailed statements of all financial operations including the budget report for the information of the treasurer.
- (e) The Scout executive may, with the prior approval of the Board of Directors, delegate to any staff officer or employee authority in writing to execute such leases, contracts, and other instruments as may be deemed desirable. Subject to the provisions of these bylaws and the direction of the Board of Directors, the Scout executive shall have the power to appoint and remove all employees of the corporation and to direct their work.
- (f) The Scout executive shall see that notices are sent to those elected as members of the local council and the Board of Directors and as officers of the corporation and to those appointed as members of committees; and shall cause notices to be sent out of all meetings for which provision is made hereunder and be responsible for the minutes of all meetings of the local council, Board of Directors and committees of which the Scout executive is secretary.
- (g) The Scout executive shall be responsible for the preparation and keeping of such records as will make possible the corporation's application for renewal of its charter. The Scout executive shall submit a report at each meeting of the Board of Directors relative to the work of the corporation and to the status of the Scouting movement throughout the territory of the corporation, inviting attention to matters of particular interest and informing the Board of Directors concerning any problems of which the Board of Directors should be advised, together with recommendations and suggestions for the good of the movement requiring action by the Board of Directors.
- (h) The Scout executive shall prepare an annual report covering the activities and achievements of the corporation which, with the approval of the Board of Directors, shall be presented to the annual meeting of the local council, transmitted to the national office of the Boy Scouts of America, and made public to the communities within the territory of the corporation.
- (i) The Scout executive appointed by the Board of Directors must be one recommended by the Boy Scouts of America and have been commissioner as Scout executive by the Boy Scouts of America.

NATIONAL COUNCIL MEMBERS

Section 7.

At its annual meeting, the local council shall elect from its active membership such number of National Council members as the corporation is entitled to under the Bylaws of the Boy Scouts of America to hold office until the conclusion of the next annual meeting of the local council and until their successors are elected and qualify. National Council members shall attend the biennial meeting, and any special meetings, of the National Council of the Boy Scouts of America and shall participate in its proceedings and perform such other duties as may be assigned to them by the Board of Directors or the National Council of the Boy Scouts of America. As liaison officers between this corporation and the National Council they shall:

- (a) Present the point of view of the corporation to the National Council in respect to matters of national policy and procedure, and
- (b) Interpret to the corporation decisions and policies of the National Council and assist the corporation in its responsibility to make effective and bring about an understanding among local Scouters of such decisions and policies of the National Council.

National Council members shall serve as members of the regional committee and shall attend all regional committee meetings and participate in the proceedings thereof. The duly elected council president and council commissioner are automatically elected by the National Council to serve as local council representatives during their terms of office.

(NOTE: In addition to the council president and council commissioner each local council may elect one of its members as a member of the National Council for every 5,000 youth members, or major portion thereof enrolled as of December 31 of the preceding year.)

ARTICLE VII. COMMISSIONER STAFF AND PROFESSIONAL STAFF

COMMISSIONER STAFF

Section 1.

The commissioner staff may be composed of the council commissioner, one or more assistant council commissioners, district commissioners, assistant district commissioners, roundtable commissioners, assistant roundtable commissioners, and unit commissioners. Each such Scouter shall be 21 years of age or over to whom the Boy Scouts of America has issued a commission for a respective volunteer post.

The council/district commissioner staff, subject to the approval of the Board of Directors, shall be selected as required and in such a manner as is set forth in the operations manual of the Boy Scouts of America for the council's adopted plan of council and district organization, the Rules and Regulations of the Boy Scouts of America, and these bylaws.

Each member of the commissioner staff shall serve as a volunteer and carry out the mission of the position for which commissioned in cooperation with the council's plan for the delivery of its programs to chartered organizations and

community groups and in accord with these bylaws, policies, procedures, and the Rules and Regulations of the Boy Scouts of America.

PROFESSIONAL STAFF

Section 2.

The corporation may employ individuals in professional positions who have been recommended by and commissioned as such by the Boy Scouts of America. Such members of the professional staff shall be appointed to office by the Board of Directors upon the recommendation of the Scout executive and shall serve, under the direction and supervision of the Scout executive, at the pleasure of the Board of Directors and the Scout executive.

Duties of members of the professional staff shall be as defined by the Scout executive with the approval of the Board of Directors. They may be designated so as to indicate their respective functions, but all professional titles first shall be approved by the Boy Scouts of America.

ARTICLE VIII. DISTRICT ORGANIZATION

DISTRICTS

Section 1.

For the purpose of area service and administration, the corporation's territory may be divided geographically into such districts as the Board of Directors from time to time determines, subject to the Rules and Regulations of the Boy Scouts of America. The corporation shall supervise Scouting in each district through the active members of the local council residing within the district and such additional district members as may be elected.

DISTRICT COMMITTEE

Section 2.

The district committee shall be elected annually by the district members to administer the Scouting program within the territory of the district. The district committee and the committees of the district have no legislative authority, the purpose of the district committee being to make effective within the district policies and programs adopted by the corporation. The district

committee consists of chartered organization representatives and council members at large within the district territory plus duly elected district members at large.

DISTRICT COMMITTEE OFFICERS

Section 3.

Each district committee shall elect a chairman and vice-chairman as may be required and in such a manner as set forth in the official operations manual of the Boy Scouts of America and election procedures approved by the Board of Directors. The district chairman shall be nominated for election to the Board of Directors in accordance with article IV, section 2 of these bylaws.

MEETINGS OF THE DISTRICT COMMITTEE

Section 4.

The district committee shall meet at least quarterly at such time and place within the district, as may be fixed by the committee or its chairman. The

business transacted at each monthly meeting shall address the four functions of operation (membership/relationships, finance, program, and unit service) and shall be concerned with service to chartered organizations and to units within the district and shall include the receiving of reports from the chairmen of various district operating committees, the BLT executive or designee (as secretary of the district committee), and the district commissioner, and such other business as the chairman and officers and Scout executive may indicate.

The district committee meeting immediately preceding the annual meeting of the local council shall be the annual meeting of the district. At least 90 days prior thereto three names of a potential district nominating committee shall be submitted to the council president, or his designee for approval. The president, or his designee has the discretion to add or delete names for the nominating committee from the council Board of Directors or the community at large. When approved, the committee shall make nominations for district officers and members at large for election at the annual meeting of the district. At this meeting the officers and district committees shall present reports of this year's activities.

LEADERSHIP TEAM

The district leadership shall be composed of the district chairman, district commissioner, finance chairman, program chairman and Scout executive (who shall have no vote, but serve as advisor and secretary). The leadership team will direct the work of the district and conduct the work/business of the district between meetings of the full district committee.

Section 5.

A suggested district election procedure appears in the appendix.

DISTRICT OPERATING COMMITTEES

Section 6.

Each district may have such committees as approved by the Board of Directors and as authorized by the Boy Scouts of America operations manuals. Each district shall be responsible for cooperating in making effective the policies and programs adopted by the Board of Directors and for the performance of the four functions.

The chairmen of committees of the district shall be appointed by the district chairman with the approval of the district committee. The members of these committees shall be appointed by the district committee, upon the recommendation of the respective committee chairman and the district chairman.

ARTICLE IX. LOCAL UNITS

APPROVAL OF UNIT CHARTERS

Section 1.

The Board of Directors shall review or shall authorize some committee or person to review all applications for new charters or renewal of charters by community or chartered organizations within the corporation's territory and shall forward the recommendation with respect to each such application to the national office of the Boy Scouts of America.

UNIT DESIGNATION

Section 2.

All units within the corporation's territory shall be designated by the name of the community in which the unit is located, by the name of the chartered organization or community group operating the unit, and by a serial number assigned by the corporation.

ARTICLE X. FINANCES AND PROPERTY

RAISING FUNDS

Section 1.

Clause 1. All money raised by or received for the benefit of the corporation or a unit under its jurisdiction and all property acquired by the corporation or such a unit shall be deemed to be received or acquired for the benefit of Scouting as interpreted and promoted by the Boy Scouts of America, in

accordance with the Rules and Regulations and procedures from time to time adopted by the Boy Scouts of America.

Clause 2. Subject to the Rules and Regulations of the Boy Scouts of America, the corporation shall control the raising and expenditure of all funds for local Scouting work within the territory of the corporation. The

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necessary expenses of the corporation shall be met by funds secured by solicitation or otherwise in accordance with the Rules and Regulations of the Boy Scouts of America pertaining to the raising of funds for Scouting purposes.

Clause 3. Neither the corporation nor any unit under its jurisdiction shall have any authority to bind the Boy Scouts of America to any financial obligation whatever.

CONTROL OF FUNDS AND PROPERTY

Section 2.

Budget

Clause 1. The Board of Directors shall, preceding the commencement of each fiscal year, consider and adopt a budget of estimated expenditures by the corporation for such fiscal year. No funds shall be expended by the corporation during a fiscal year without the authorization of the Board of Directors or the executive committee for any item not covered by, or in excess of the amount authorized by, the budget for such year.

General Funds

Clause 2. All funds of this corporation or funds handled on behalf of this corporation of the Boy Scouts of America, from whatever source and for whatever purpose received, shall be deposited to the credit of the corporation in such depositories as shall be approved by the Board of Directors or executive committee. The funds shall be disbursed only upon the authority of the Board of Directors, executive committee; in any event the signatures of at least two authorized persons shall be required for disbursement of funds except in the case of checks made payable to the Boy Scouts of America where a single signature will be accepted provided authorization has been accorded by the Board of Directors.

All receipts from registration fees, *Boys'Life* subscriptions, and any other funds of the Boy Scouts of America which are received by this corporation for transmission to the Boy Scouts of America shall be carefully segregated, through bookkeeping and accounting procedures, as established by the Boy Scouts of America.

All persons having access to any funds (general or special) of the corporation shall be bonded.

Special Funds

Clause 3. The corporation may create special funds for specific purposes to be used in the interest of the Boy Scouts of America by the

corporation or a unit under its jurisdiction. Such special funds may be established by recordation in proper account on the books of the corporation and shall, if required by direction of the Board of Directors or the term of a gift or bequest, be vested in a bank or trust company in trust for the use of the corporation or the unit, with the provision in the statement of the conditions governing the administering of the trust that in the event of the dissolution of the unit or corporation or revocation, termination, or lapse of its charter said trustee will, after satisfying any claims against such fund, turn over to the Boy Scouts of America the balance for use by the Boy Scouts of America for the benefit of Scouting in such locality and for the specific purposes for which the fund was granted. If, after a reasonable period, there is no suitable opportunity for the use of said fund in such locality, it may be used elsewhere.

Real Estate

Clause 4. The corporation may hold title to real property in its own name as long as its Article of Incorporation expressly provide for the conveyance of such property or the net proceeds from the sale thereof to the Boy Scouts of America in the event of the dissolution of the corporation or the revocation or termination of its charter. Title to real property acquired for the corporation may also be vested in a bank or trust company in trust for the use of the corporation, where appropriate in accordance with the wishes of the donor, with a provision in the trust deed that in the event of dissolution of the corporation or the revocation or termination of its charter, the trustee, after satisfying any claims against the corporation to which such property may be subject, will convey said property or pay the net proceeds from a sale of the property to the Boy Scouts of America, which shall hold or use said property or funds for the benefit of Scouting in the locality in which the corporation is located or elsewhere if after a reasonable period there is not suitable opportunity to use said property or funds in said locality.

Title to all real estate acquired for a unit under the jurisdiction of the corporation shall be vested in (a) the name of the corporation (if the corporation agrees to hold title to property), (b) the operator of such unit (if the operator is a chartered organization or community group), or (c) a bank or trust company, in each case in trust for the use of the unit, where appropriate in accordance with the wishes of the donor, with a provision in the trust deed that in the event of the dissolution of the unit or the revocation, termination, or lapse of its charter, the trustee will, after satisfying any claim against such unit to which such real estate may be subject, hold the property located or

elsewhere if, after a reasonable period, there is not a suitable opportunity to use said property or funds in such locality.

Securities

Clause 5. The securities of the corporation shall be deposited in any such deposit vault or vaults or with such bank or banks, trust company or trust companies, or such other depositories as may from time to time be designated by the Board of Directors, executive committee, or finance committee. Access to the securities may be had as provided by resolutions of the Board of Directors or executive committee and not otherwise.

Audit

Clause 6. A statement of all income and expenses of the corporation during the fiscal year and a statement of all assets, liabilities, and fund balances of the corporation as at the end of such year shall be duly audited and certified annually in accordance with generally accepted auditing standards, by certified public accountants or other recognized independent public accountants approved by the Board of Directors or executive committee.

ADMINISTRATION OF UNIT FUNDS

Section 3.

Clause 1. At the request of the unit committee of any unit under the jurisdiction of the corporation, the treasurer may hold for such committee funds for the unit. Such funds shall be transferred, in whole or in part, to the custody of the unit or a treasurer of the chartered organization upon duly accredited authority for such transfer.

Clause 2. In the event of the dissolution of a unit or the revocation or lapse of its charter, the unit committee shall apply unit funds and property to the payment of unit obligations and shall turn over the surplus, if any, to the corporation. In the case of an organization unit, any funds or equipment which may have been secured as property of the unit shall be held in trust by the organization or the corporation, as may be agreed upon, pending its reorganization or the development of other plans, with the approval of the corporation, for the use of such funds and property in connection with a program for character development, citizenship training, mental and physical fitness for the youth of that organization or, by the agreement of those involved, shall be used elsewhere for the promotion of the program of the Boy Scouts of America.

ARTICLE XI. ADDITIONAL ADMINISTRATIVE MATTERS

INDEMNIFICATION

Section 1.

Any person made a party to any action, suit, or proceeding, civil or criminal, by reason of the fact that such person, his/her testator or intestate, is or was a member of the Board of Directors or committee of the Board of Directors of the corporation, or an officer or National Council member or employee of the corporation, or a director, officer, or employee of any corporation in which he/she served as such at the request of the corporation, or a member of the commissioner staff of the corporation, or a member of a district committee or a district officer under the jurisdiction of the corporation, shall be indemnified by the corporation against the reasonable expenses, (including amounts paid by way of judgment and settlement and including attorney's fees), actually and necessarily incurred by him/her in connection with defense of such action, suit, or proceeding, whether or not such defense shall be successful in whole or in part, or in connection with any appeal therein or any settlement thereof, except in relation to matters as to which it shall be adjudged in such action, suit, or proceeding that such person is liable for

negligence or misconduct in the performance of duties. Such indemnification, if afforded, shall not be deemed exclusive of any other rights to which such persons may be entitled apart from this section. This section shall not be deemed to limit any power or exclude any right of the corporation to provide any additional or other indemnity or right for any Board of Directors member, officer, employee, or other person. If this section should be invalid or ineffective in any respect, the validity and effect of the section in any other respect shall not be affected.

CONTRACTS, CHECKS, DRAFTS, ETC.

Section 2.

Except as otherwise provided by law or in these bylaws, such officer or officers, employee or employees, or agent or agents of the corporation as shall be specified by the Board of Directors or executive committee shall sign, in the name and on behalf of the corporation, all deeds, bonds, contracts, mortgages, and other instruments or documents, the execution of which shall be authorized by the

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Board of Directors or executive committee; and such authority may be general or confined to specific instances.

Except as otherwise provided by law in these bylaws, all checks, drafts, notes, bonds, bills of exchange, or other orders, instruments, or obligations for the payment of money shall be signed by each officer or officers, employee or employees, or agent or agents of the corporation as shall be specified by the Board of Directors or executive committee.

NOTICES AND WAIVERS

Section 3.

Whenever any notice is required by these bylaws or by any law to be given to any member of the local council, member of the Board of Directors, or any committee or any officer, such notice except as otherwise provided by these bylaws or by any law may be given personally or by telegram, cable, radiogram, or fax addressed to such person at his/her or its place of business, if any, or (to the extent applicable) at such address as has been given to the corporation as the home address of the person; or the notice may be given in writing by mail, in a sealed wrapper, postage prepaid, addressed to such person at such address. Any notice given by telegram, cable, radiogram, or fax shall be deemed to have been given when it shall have been delivered for transmission and any notice given by mail shall be deemed to have been given when it shall have been deposited in a post office, in a regularly maintained letter box, or with a postal carrier. A waiver of any such notice in writing, signed by the person entitled to such notice in writing, as required, shall be deemed the equivalent thereof; and the presence at any meeting of any person entitled to notice thereof shall be deemed a waiver of such notice as to such person.

ACTION WITHOUT A MEETING

Section 4.

Except to the extent otherwise restricted by any applicable law, any action required or permitted to be taken at any meeting of the Board of Directors or any

committee thereof may be taken without a meeting if prior to such action a written consent thereto is signed by all members of the Board of Directors or committee and such written consent is filed with the minutes of the proceedings of the Board of Directors or committee.

FISCAL YEAR

Section 5.

The fiscal year of the corporation shall be the calendar year.

SEAL*

Section 6.

The seal of the corporation shall be in the form of a circle enclosing the universal badge with the motto Be Prepared underneath this badge and the words "San Gabriel Valley Council, Inc., Boy Scouts of America," around the circle and shall be used only as authorized.

*A seal may be ordered from the Supply Division, No. 5957. If part of the corporation name.

AMENDMENT

Section 7.

These bylaws may be amended at any meeting of the Board of Directors, upon the recommendation of the executive committee of the Board of Directors, or when the proposed amendment has been sent to members of the Board of Directors at least 15 days in advance of the meeting. All amendments to these bylaws must first be approved by the national office of the Boy Scouts of America before being submitted to the Board of Directors for adoption.

BOARD OF DIRECTORS RESOLUTIONS

RESOLUTION 1. *This resolution implements article V, section 3 (page 9).*

COMMITTEES OF THE BOARD OF DIRECTORS

RESOLVED. That the following committees of the Board of Directors shall be appointed: (list the desired committees).

Their duties and responsibilities shall be as set forth in the operations manuals and applicable literature of the Boy Scouts of America.

RESOLUTION 2. *This resolution implements article VI, section 6 (c) and (e) (page 11).*

**AUTHORITY OF SCOUT EXECUTIVE AND
MEMBERS OF PROFESSIONAL STAFF**

RESOLVED, That subject to any limitation imposed by law, the bylaws, or any resolution of the Board of Directors or executive committee, the Scout executive, or assistant secretaries be and hereby is authorized and empowered, for and on behalf of the corporation and in its name, to deliver, enter into, acknowledge, cancel, and revoke any and all agreements, conveyances, mortgages, powers of attorney, or other instruments which are incident to the carrying on, in the normal course, of the regular affairs of the corporation; and be it further

RESOLVED, That subject to any limitation imposed by law, the bylaws, or any resolution of the Board of Directors or executive committee, the Scout executive, and the treasurer, be and hereby are and each of them hereby is authorized and empowered, for and on behalf of the corporation and in its name, to deliver, execute, acknowledge, and pay any fees connected with any and all applications, reports, returns, or other instruments required by any governmental authority, which are incident to the carrying on, in the normal course, of the regular affairs of the corporation.

RESOLUTION 3. *This resolution complements article XI (page 15).*

**CONFLICT-OF-INTEREST POLICY FOR
Board of Directors MEMBERS**

RESOLVED, That it is the basic policy of the corporation that all Board of Directors members or members of any committee thereof or officers or employees of the corporation have a duty to be free from the influence of any conflicting interest when they act on behalf of the corporation or represent it in negotiations or advise others in the corporation with respect to dealing with third parties. They are expected to deal with suppliers, customers, contractors, and others having dealings with the corporation on the sole basis of what is in the best interest of the corporation without favor or preference to third parties based on personal considerations. To this end the following rules shall be observed:

1. No member of the Board of Directors or member of any committee thereof or officer or employee of the corporation shall accept from any person, directly or indirectly, whether by himself or herself or through his or her spouse or a member of his or her family or through any partner or business or professional associate, any gift, favor, service, employment or offer of employment or any other thing of value which he or she knows or has reason to believe is made or offered to him or her with the intent to influence him or her in the performance of his or her duties as a member of the Board of Directors or member of any

committee thereof or officer or employee of the corporation.

2. No member of the Board of Directors or member of any committee thereof or officer or employee of the corporation who is a partner, officer, or employee of a partnership, firm, or corporation or who owns or controls more than 10 percent of the stock of such corporation, shall represent, appear for, or negotiate on behalf of the corporation in connection with the acquisition or sale by the corporation of any interest in real or tangible or intangible personal property to such partnership, firm, or corporation.
3. No member of the Board of Directors or member of any committee thereof shall participate by discussion, voting, or by any other action taken by the Board of Directors, or any committee thereof, in the enactment of or defeat of a motion which relates to any transaction with any party referred to in paragraph 2 above. In case any such matter is discussed at any meeting where any Board of Directors or committee member who has such an interest is present, he shall promptly disclose his interest in the matter to be voted on the chairman of the meeting. He shall not vote on the matter and at the discretion of the disinterested members present may be required to leave the meeting during the discussion and the voting on the matter.

RESOLUTION 4. *This resolution complements article XI (page 15).*

**CONFLICT-OF-INTEREST POLICY FOR
PROFESSIONAL SCOUTERS**

RESOLVED, That the following conflict-of-interest policy become the policy of this corporation and be applied to professional Scouters. It is imperative that employees of the Boy Scouts of America conduct themselves with a degree of honesty and integrity which is beyond reproach or even suspicion.

While it is not possible to anticipate every situation and prescribe a precise rule for each, it is possible to set forth certain basic, general principles to be observed by employees at all times. The essence of this policy is that employees shall always deal with others doing, or seeking to do, business with the Boy Scouts of America in a manner that excludes all consideration of the _____ Council is subject to the following policy:

1. Interest in Other Business Organization

Employees of the Boy Scouts of America or any local council thereof or members of their immediate families shall not have any interest, direct or indirect, in any other business which in any degree conflicts with the employee's primary obligations to the Boy Scouts of America or any

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local council thereof. In this regard, employers or members of their immediate families should not possess a significant financial interest in any business that does, or seeks to do, business with the Boy Scouts of America or any local council thereof. In addition, employees should not conduct business on behalf of the Boy Scouts of America or any local council thereof with members of their immediate family, or a business organization with which the employees or members of their immediate families have any association which could be construed as significant in terms of potential conflict of interest.

2. Gifts, Favors, Entertainment and Payments to Employees

Employees shall not seek or accept any gifts, payments, fees, services, valuable privileges, vacations or pleasure trips, loans (other than conventional loans from lending institutions) or other favors from any person or business organization that does, or seeks to do, business with the Boy Scouts of America or any local council thereof. No employee shall accept anything of value in exchange for referral or parties to any person or business organization that does, or seeks to do, business with the Boy Scouts of America or any local council thereof. In the application of this policy:

- (a) Employees may accept common courtesies of nominal value usually associated with accepted business practices for themselves and members of their families.
- (b) An especially strict standard is expected with respect to gifts, services or considerations of any kind from suppliers. Entertainment at the expense of suppliers beyond that contemplated by (a) above should not be accepted under any circumstance.
- (c) It is never permissible to accept a gift in cash or cash equivalents of any amount.
- (d) This policy does not preclude the acceptance of benefits to the Boy Scouts of America as compared to benefits to an individual employee.
- (e) This policy does not preclude the acceptance of courtesies extended to employees of the Boy Scouts of America or any local council thereof in their official capacities, such as gratis hotel rooms for business (but not personal use) in connection with meetings.
- (f) This policy will be communicated to persons and organizations doing, or seeking to do, business with the Boy Scouts of America or any local council thereof.

3. Confidential Information

Employees shall not, without proper authority, give or release to anyone not an employee, or to another employee who has no need for the information, data or information of a confidential nature concerning

the Boy Scouts of America or any local council thereof.

4. Gifts, Favors, Entertainment, and Payments by the Boy Scouts of America or Any Local Council Thereof

Gifts, favors, and entertainment may be given others at the expense of the Boy Scouts of America or any local council thereof only if they meet all of the following criteria:

- (a) They are consistent with accepted business practices.
- (b) They are of sufficiently limited value, and in a form that will not be construed as improper.
- (c) They are not in contravention of applicable law and generally accepted ethical standards.
- (d) Public disclosure of the facts will not embarrass the Boy Scouts of America or any local council thereof.

5. Obligation to Disclose

Any employee who believes that his or her personal actions or interests, or the actions of others, may violate this policy must discuss the matter with the Scout executive. Additional interpretations of this policy and definitions of words and phrases used herein will be made upon request to the Scout executive.

6. Sanctions

Any employee whose actions or interests violate this policy is subject to termination on that account alone, if such is determined to be in the best interests of the movement.

It is the responsibility of every employee of the Boy Scouts of America or any local council thereof to be aware of and to observe these standards. Accordingly, each employee is asked to sign and return the accompanying Employee Statement relating to these standards. Employee Statements will be held in complete confidence. The employee statement will be re-executed on a regular basis.

EMPLOYEE STATEMENT

I certify that I have received a copy of the Council Conflict of Interest Policy, dated _____, and that neither I nor any member of my immediate family have any personal economic interest that could be construed as opposed to the best interests of the Boy Scouts of America or any local council thereof or in violation of the stated conflict of interest policy, other than any exceptions listed below.

(Given full details below or on a separate sheet, if appropriate, concerning any outside interests that you believe require or may require the approval of the Scout executive. If none, please so state).

Signature of Employee: _____

Date: _____

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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. 3736*, which states:

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

- a. Receiving annual reports of the Board of Directors, officers, and various committees,
- b. Electing members at large, associate and honorary members of the local council, National Council members, regular members of the Board of Directors, and officers of the corporation other than the Scout executive,
- c. Receiving and approving financial statements as 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 Board of Directors 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 access the voting position of each.

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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 Board of Directors through their district chairman and thus may have their views represented in this matter.

12. The National Council of the Boy Scouts of America may be called upon by the Board of Directors 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

I. 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 Board of Directors, and officers of the corporation other than the Scout executive.

II. Those eligible to vote

A. Registered chartered organization representatives currently officially representing chartered organizations.

B. Registered, duly elected council members at large.

III. Time of elections

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

IV. Process

A. 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.

B. The members of the nominating committee will be identified to council Scouters between 60 and 45 days prior to the annual council business meeting to that names may be given to them for consideration.

C. 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.

D. 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.

E. 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.

F. 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: Board of Directors 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 latter categories.

The nominating committee will then cause to be printed sufficient copies of the ballot so as to provide one to every 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
Board of Directors members and advisory council members
Council officers (except Scout executive) and local council representatives to the National Council.

G. 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.

V. Details and Contingencies

- A. Newly elected officers and local council members at large take office immediately following the annual business meeting.
- B. Should any portion of the nominating committee's report be rejected, this portion would be reintroduced, with or without charges, 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.

- C. In the event that a resolution is still not obtained then the process described in "B" above will be followed once more. Failing resolution the second time the president may elect (1) to entertain a motion to follow the process in "B" above once again, or (2) may dismiss the present nominating committee and appoint a new one will meet and

draw up a slate to be presented according to the guidelines above.

- D. Since officer, regular members of the Board of Directors, 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 when the local council annual business meeting has finally been adjourned.
- E. 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.

DISTRICT ELECTION PROCEDURES

I. Purpose

To elect district officers and district members at large.

II. Those eligible to vote

- A. Chartered organization representatives registered and currently representing chartered organizations within the district's geographical boundaries. (see "chartered organization representative" on next page.)
- B. Registered district members at large duly elected at the last annual district committee meeting or during the interim at a regular, duly called district committee meeting.
- C. Registered council members at large residing in the district.

III. Time

The district committee meeting immediately preceding the council annual meeting should be the district annual meeting.

IV. Process

- A. Ninety days prior to the district annual meeting, the district chairman will submit suggestions for members of the nominating committee to the council president for approval. This committee should consist of three to five members. The president has the discretion to add or delete names for the nominating committee from the council Board of Directors or the community at large. It is recommended that the council president appoint a member of the council Board of Directors to serve on this committee.

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- B. When approval is received from the council president the committee will meet with the district executive as adviser to form the slate comprised of nominees for district chairman, one or more vice-chairmen, and district members at large, plus a nominee to be submitted by the district chairman for council Board of Directors approval to serve as district commissioner.
- C. The nominating committee not only will agree on the slate but also will secure the nominees' permission to stand for election and to serve if elected.
- D. The members of the nominating committee will be identified to the district Scouters between 60 and 30 days prior to the annual district committee meeting so that suggestions may be given to them for consideration. (This information may be included in one formal notice of the annual meeting.)
- E. Suggestions may be made in writing to the nominating committee for inclusion in its report providing the nominees thus entered are received by the nominating committee at least 2 weeks prior to the annual meeting of the district. If accepted by the nominating committee, the candidate will be contacted by the nominating committee, and permission received from the person to stand for election and to serve.
- F. At the district annual meeting the district chairman will call upon the chairman of the nominating committee for the committee's report and "turn over the chair to conduct the elections."
 - 1. The chairman of the nominating committee will present first the committee's nominees for district members at large; call for a motion, second, and vote.
 - 2. The chairman of the nominating committee then will present the committee's nominees for district chairman and vice-chairmen; call for motion, second, and vote.
 - 3. The district commissioner is to be an elected member at large but is offered for appointment and approval as district commissioner by the council Board of Directors through the report of the district chairman and with the concurrence of the Scout executive. The district commissioner is not elected at the district annual meeting.
 - 4. Vote of the majority of the members present at the district meeting is required for election.

V. Details and Contingencies

- A. Newly elected officers and members at large take office immediately upon election.
- B. If any portion of the nominating committee's report is rejected, this portion must be reintroduced at a special or adjourned or recessed meeting of the district committee to be held within 30 days of the present meeting. Formal notice of this meeting must be sent to eligible voters immediately so that it is received at least 2 weeks prior to the meeting. Additional names may be submitted to the nominating committee during that period. The nominating committee will, at the next meeting, proceed with the portion of the election that failed passage. It is hoped the nominating committee members will discover the reasons for the failure of acceptance and attempt to deal with them.
- C. In the event that a resolution is still not obtained, then the matter will be referred to the council president and/or Board of Directors for final resolution.
- D. Because members at large take office immediately upon election, they and the chartered organization representatives are eligible to vote at postponed elections if they were elected and the officers' slate was not accepted.
- E. Voting may be done by ballot but voice or hand votes are acceptable since a district is a non-policy making body. If ballots are used, the secretary should be instructed to collect ballots only from those eligible to vote, marked with the name of eligible voters and counted by clerks appointed by the chairman of the nominating committee. A motion to cast a unanimous ballot for the proposed candidates is acceptable.

Note: Use District Nominating Worksheet, No. 6159

Note: Council Bylaws are the "final word."

Chartered organization representative

- 1. The chartered organization representative is automatically a voting member of the council and the district upon the selection or appointment by the community organization and when registered as a member of the Boy Scouts of America. The individual is to be registered during the period of time that the chartered organization designates this person as chartered organization representative.
- 2. Primary responsibilities are: (1) helping units to be successful and (2) coordination between chartered organization and Scouting.
- 3. We encourage the chartered organization representative to become an active, participating member of one of the district's committees.