

Unit Leader Guide to Order of the Arrow Unit Elections (2013)

This guide contains information to help Scoutmasters prepare for their unit elections. Registration for unit elections will be completed online at: <http://tinyurl.com/2013quanasitaunelections>

This guide contains the following forms:

- Two Unit Elections Forms (one for the election team and one for the unit)
- Two 2-Page Adult Nomination Forms (one for the election team and one for the unit.) If more than one adult is nominated then you will need to make copies so that the election team has one and the unit leader has a copy for each adult nominated.
- OA Operations Update 12-7 (explains the new adult nomination policy)

To become a member of the Order of the Arrow, a Boy Scout or Varsity Scout is chosen by vote of the registered members under the age of 21 in his unit. This is a unique feature of the Order since the majority of those who select their candidates for this honor are not members of the chapter or lodge. However, chapter or lodge members in the unit have a vote as well as nonmembers of the Order. In this way membership is controlled by the youths in their own units and not by those who are already Arrowmen.

It is important that the members of the unit have the membership requirements properly explained to them.

Registered Active Member. In Boy Scout troops and Varsity Scout teams, every registered active member of the unit under age 21 at the time of election is eligible to vote. A Boy Scout or Varsity Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, a youth away at college who participates in some unit activities when home, such as a campout, camporee, or occasional unit meeting, should be considered a registered active member. A youth who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure. The final decision of whether a Scout is active or not is up to the unit leader.

Induction: Election to Ordeal

The Order should be represented by a two- or three-member team from the chapter or lodge unit elections committee. All election team members must be trained and in proper uniform during the election.

Before the election, the OA team must secure from the unit leader verification that at least 50 percent of the registered active unit membership is present. If at least 50 percent is not present, an election cannot be held. The number of registered active members and the number present are entered in the spaces provided on the unit election report form, a copy of which is attached.

If the unit leader is an Arrowman, he may explain to the unit the purpose of the Order of the Arrow and the basis upon which candidates should be selected, and describe the method of election. If the unit leader is not a member of the Order, a member of the OA team should make this presentation with the unit leader's consent, demonstrating that election leadership is a cooperative effort of the unit leader and the OA team.

The unit leader provides a list of all registered active members of the unit, who meet all eligibility requirements, including attitude and participation. The names of these members are entered on the report form and the unit leader signs the certification. Troop software management programs like Troopmaster provide printed report forms, this is acceptable. If the report form must be handwritten, it must be legible so that other people than the person who filled out the form will be able to read the information entered in the form.

The election team leader explains the following to the unit leader:

- This is the current method of election approved by the national OA committee in use by the Quanasita Chapter and Jaccos Towne Lodge.
- All eligible youths who receive votes from at least 50 percent of those who turn in ballots are elected. If no one is elected a second vote may be held immediately, and the result of this vote second will be final.
- A voter may list on his ballot any combination of names, including all eligible candidates who he believes are worthy to become members of the Order of the Arrow.
- The OA team conducts the election and stresses the following points:
 - Select the candidates who, in your opinion, have set the best examples of brotherhood, cheerfulness, and service.
 - Vote only for those you believe will continue in unselfish service to your troop or team.
 - If you feel that no one is worthy, turn in a blank ballot.
 - If you are new in the unit and do not know the candidates well enough to vote wisely, you may abstain by not turning in a ballot at all; this will not affect the final result.
 - Youths eligible for election also vote, and they may vote for themselves if they feel they are worthy.
 - When the voting is finished, the OA election team, with the scoutmaster or his/her designee counts the number of ballots turned in, and enters the numbers on the unit election report.
 - The OA team determines the minimum number of votes one must receive to be elected, as follows: If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a youth must receive to be elected is entered on the report form.
 - The votes are counted in private by the election team and the unit leader to determine who has been elected. All votes count equally. If at least one has been elected, the election result is final. If no one is elected, the OA team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the Order and the election procedures, and for any questions. (No information about the votes received by candidates is to be revealed at any time.) The second ballot is then held immediately, and if the unit still elects no one, this is the final result for the year's election. The OA team places a check mark next to the names of those who have been elected.

Adult Nominations. Each year, upon holding a troop or team election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate adults to the lodge adult selection committee. The number of adults nominated can be no more than one-third of the number of youth candidates elected, rounded up where the number of youth candidates is not a multiple of three. In addition to the one-third limit, the unit committee may nominate the currently-serving unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least the previous twelve months.

The following conditions are the basis for candidate selection and **MUST** be fulfilled to be considered:

- Selection of the adult is based upon ability to perform the necessary functions to help the Order fulfill its purpose, and not for recognition of service, including current or prior achievement and position. The individual's abilities include:
 - This adult will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
 - The camping requirements that apply for youth candidates apply to adult candidates and must have been fulfilled within the most recent two years prior to recommendation for membership. The requirement, which is a minimum of fifteen days and nights of camping, which must include six days and five nights of resident camping approved and under the auspices and standards of the Boy Scouts of America.
 - This adult leader's membership will provide a positive role model for the growth and development of the youth members of the lodge because:

Announcement of results. As soon as the election is completed, the unit leader may or may not choose to announce to the entire unit the names of members who have been elected. The names and contact information including phone

numbers, email address and BSA ID number are listed on the election report form. OA team members sign the form and turn it in to the chapter elections chair.

Call-outs. Newly elected candidates, youth and adult, will be called out at the Del-Mi Spring Camporee.

Candidate status. Boy Scouts, Varsity Scouts, or adults remain candidates until completion of the Ordeal and Ordeal ceremony. If this period of candidacy exceeds one year, the candidate's name will be dropped. To become candidates again, they must be elected/selected again. The executive committee of the lodge may extend the one-year limit if a candidate is ill or there are other unusual circumstances.

If a candidate permanently relocates to a new Boy Scout council prior to completing the Ordeal, the candidate should immediately join a troop or team in the new council. A copy of the election report must be presented to the new unit leader to arrange induction in the new lodge. The candidacy period is not restarted or extended.

Ordeals. Candidates for membership in the Order must complete the Ordeal and must be inducted into the Order by the Chapter or lodge that serves the council in which the unit is chartered. Out-of-council Ordeals are not permitted except when religious custom and observance precludes attendance at the Ordeals of a Scout's home lodge (e.g., Sabbath-observant Jewish Scouts). In this special case, the region Order of the Arrow chairman may be petitioned for an exception to permit the Scout to be inducted by another lodge.

UNIT ELECTIONS REPORT

Council name _____ Lodge name _____

Troop or team _____ Date of election _____

No. of registered active youth _____ No. of youth present _____

NOTE: At least half of the registered active unit members must be present to conduct an election.

(Fill in names and ranks of eligible youth before election.)

NAME	RANK	CHECK IF ELECTED	NAME	RANK	CHECK IF ELECTED

I certify that the above youth members are eligible and approve them as nominees for election. I also understand that the election results will be final for the year.

Unit leader's signature

Number of members eligible _____

Number of ballots turned in _____

Number of votes required to be elected _____ Number elected _____

Mail election report to

Election team members' signatures:

List names and addresses (mail & email) of those elected on back of this form.

UNIT ELECTIONS REPORT

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Troop or team _____ Date of election _____

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Number of votes required to be elected _____ Number elected _____

Mail election report to

Election team members' signatures:

List names and addresses (mail & email) of those elected on back of this form.



OPERATIONS UPDATE

12-07

DISTRIBUTION:

- Scout Executive
- Section Chief
- National Committee
- Section Adviser
- Area Director
- Lodge Adviser

The national Order of the Arrow committee has modified the requirements for the nomination of adult unit Scouters to become candidates for induction into the Order. The changes will increase the number of currently-serving Scoutmasters and Varsity Team Coaches and other unit Scouters who can be nominated to be candidates. These modifications apply only to adult leaders in Scout troops and Varsity teams who are 21 years of age or older. They become effective at the beginning of each lodge's 2013 elections season or January 1, 2013, whichever comes first.

The following will replace the corresponding paragraph on page 21 of the *Order of the Arrow Guide for Officers and Advisers*:

- 1. Adult leaders in units:** Each year, upon holding a troop or team election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate adults to the lodge adult selection committee. The number of adults nominated can be no more than one-third of the number of youth candidates elected, rounded up where the number of youth candidates is not a multiple of three. In addition to the one-third limit, the unit committee may nominate the currently-serving unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least the previous twelve months. Recommendations of the adult selection committee, which consists of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided the following conditions are fulfilled:
 - Selection of the adult is based on the ability to perform the necessary functions to help the Order fulfill its purpose, and not for recognition of service, including current or prior achievement and positions.
 - The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
 - The camping requirements set forth for youth members are fulfilled.
 - The adult leader's membership will provide a positive example for the growth and development of the youth members of the lodge.



Adult Candidate Nomination Form

Each year, upon holding a troop or team election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults (age 21 or over) to the lodge adult selection committee. The number of adults nominated can be no more than one-third of the number of youth candidates elected, rounded up where the number of youth candidates is not a multiple of three. In addition to the one-third limit, the unit committee may nominate the currently-serving unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least the previous 12 months. Recommendations of the adult selection committee, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided all conditions are fulfilled.

Please print clearly and complete all of the information requested

District: _____ Unit Number: _____ Position: _____
First Name: _____ Middle Initial: _____ Last Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Birth Date: ____ / ____ / ____ Years as Adult: _____ Home Phone: (____) _____
Training Completed: _____
Positions Held: _____
Scout as Youth / Rank: _____
Community Activities: _____
Employment / Trade: _____
Camping Requirement: _____

The camping requirement set forth for youth candidates must be fulfilled by adults for them to be considered. To be eligible, the adult must have completed 15 days and nights of Boy Scout camping during the two-year period prior to nomination. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the BSA. The balance must be overnight, weekend, or other short-term camps. Include above the dates and location of the resident camping experience.

Please also make a brief statement regarding the individual for each item on the back of this page.

Unit Recommendation: The adult leader, who fulfills the above requirements, is recommended for membership consideration in the Order of the Arrow. Date: ____/____/____

Unit Leader: _____
Print Name Signature

Committee Chairman: _____
Print Name Signature

-OR-

District/Council Recommendation: The adult leader, who fulfills the above requirements, is recommended for membership consideration in the Order of the Arrow. Date: ____/____/____

Nominator: _____
Print Name & Position Signature



Adult Candidate Nomination Form

1. Selection of the adult is based upon the ability to perform the necessary functions and not for recognition of service, including current or prior achievement and position. The individual's abilities include:

2. As Scouting's National Honor Society, our purpose is to:

- Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
- Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
- Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
- Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

This adult will be an asset to the Order of the Arrow due to demonstrated skills and abilities, which fulfill the purpose of the Order of the Arrow, in the following manner:

3. This adult leader's membership will provide a positive role model for the growth and development of the youth members of the lodge because:



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Please print clearly and complete all of the information requested

District: _____ Unit Number: _____ Position: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Birth Date: ____ / ____ / _____ Years as Adult: _____ Home Phone: (____) _____

Training Completed: _____

Positions Held: _____

Scout as Youth / Rank: _____

Community Activities: _____

Employment / Trade: _____

Camping Requirement: _____

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Unit Recommendation: The adult leader, who fulfills the above requirements, is recommended for membership consideration in the Order of the Arrow. Date: ____/____/____

Unit Leader: _____
Print Name Signature

Committee Chairman: _____
Print Name Signature

-OR-

District/Council Recommendation: The adult leader, who fulfills the above requirements, is recommended for membership consideration in the Order of the Arrow. Date: ____/____/____

Nominator: _____
Print Name & Position Signature



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