

UNIT ELECTION CHECKLIST

One Week Before The Visit

- Read this section, then call the Unit Leader or election contact 7 days before the election. Go over the eligibility requirements. If you have not received an eligibility list, ask how many scouts are eligible.
 - Remind him/her to send an eligibility list printed-to-file from TroopMaster unit re-charter, or they can complete an eligibility form when the election team arrives. Offer to e-mail them a link to the Eligibility Report form on the lodge website, so they can complete it before the meeting.
- If there are no eligible scouts, tell the Unit Leader you will come to the meeting to get their signature on the Eligibility Report. Offer to do a camp promotion presentation, and ask if you can meet briefly with the OA members.
- If there are eligible scouts**, tell the Unit Leader at least 1/2 of the actively registered scouts **MUST** be there to hold the election.
 - Tell them it is **VERY** important to bring the candidates' information to the meeting including birthdate, BSA ID number, phone and e-mail – a TroopMaster or charter roster is best. Ask them to provide printed ballots.
 - Ask him/her to tell OA members to wear their sashes and let the OA Troop Rep know he/she has a part in the presentation. Ask if you can meet briefly with the OA members afterwards.
- Call your adviser and your other team members 5 days before the election and also the night before the visit.
- Make sure you have **at least one Unit Eligibility Report for each 10 or partial eligible scouts**, presentation board and presentation script

On Election Day

- Bring pencils, paper for ballots (just in case), Unit Eligibility Report for each 10 or partial eligible scouts, presentation board and presentation script
- Wear your full uniform and sash, neat and clean. Be confident and impressive.
- Get to the unit meeting 5 minutes early. Smile! Avoid un-scout-like behavior.
- Verify which scouts are eligible and approved. Remind the Unit Leader candidates cannot be disapproved once approved.
- Ask the Unit Leader for the eligibility report/roster or to fill out the Eligibility Report, including ALL the candidates' names, BSA ID, birthdate, and email. Get the Unit Leader's signature BEFORE HOLDING THE ELECTION.** (The unit does not get a copy of the Eligibility report.)
- Ask the Unit Leader for the pre-printed ballots. If they don't have ballots then prepare them for the election.
- Ask the OA Troop Rep to introduce you to the troop and participate in the presentation.
- Make sure at least 1/2 of the actively registered scouts are at the meeting – **be careful of visiting or ineligible persons. Webelos and non-troop visitors do not vote!**



GO ON ONLY WHEN ...

YOU HAVE THE UNIT LEADERS SIGNATURE *and*

AT LEAST HALF OF THE ACTIVELY REGISTERED SCOUTS ARE PRESENT.

UNIT ELECTION CHECKLIST (continued)

Once You Have The Unit Leader's Signature and At Least Half The Scouts Are Present

- Set up the poster board and talk to the troop. Emphasize that **they can vote for any number of candidates including themselves and to vote for ALL who they think are worthy**, and that any number can be elected. Explain that **they can abstain and not return a ballot if they don't know any of the candidates well enough**. A candidate need not be present to be elected.
- Pass out, and collect the ballots.
- Count the ballots privately. Your adviser should be present. The Unit Leader may observe; the OA Troop Rep cannot. Don't reveal the votes, except to the Unit Leader.
- Candidates are elected with **50% of the returned ballots**, i.e. abstentions do not count against a candidate.
- Your second team member can make a camping presentation, if not needed for counting, while you are counting.

If no one is elected the first time, GO BACK and repeat the voting once. (Announce, "No one was elected on the first ballot. There will be one final ballot FOR EVERYONE TO BE SURE THEY VOTE FOR EVERY CANDIDATE(s) THAT ARE WORTHY. ")

If candidate(s) are elected,

- Mark the names of the elected candidates on the TroopMaster/charter roster/ eligibility form. Make sure the elected candidates' information includes BSA ID, birthdate, phone, e-mail and address are complete. WRITE CLEARLY if you are adding information.
- Get the Unit Leader's evaluation on the Eligibility form.
- Photograph the Election Report and text/e-mail to the Unit Leader, Chapter V.C. Admin., Chapter V.C. Admin Adviser, and Chapter Secretary.
- Tell the Scoutmaster how many adult candidates the unit can recommend. Explain that adults are not elected **until approved by the Lodge**.
- Explain that **youth election results must be announced by April 15th**. The Lodge will contact candidates directly in mid-April about Ordeal opportunities – there are **only two Ordeal opportunities and the first is in May**. Mention upcoming local call-out ceremonies, if any.
- If the Unit Leader asks you to, announce the youth election results to the scouts,
 - Tell them the candidate and parent information is on-line
 - They will receive a message from the Chapter
 - Offer to answer candidate and parent questions away from non-members.

After Reporting the Results

- Put the signed hard-copy Eligibility / Election Report in a safe place**
- Meet privately with the OA members.
 - Promote Brotherhood conversions and upcoming events.
 - Ask them to encourage the new candidates to complete their Ordeal.
 - Explain how the unit can earn the OA Unit of Excellence award. Have some fun. Keep it short. Go home.

MAIL THE RESULTS RIGHT AFTER THE MEETING.

- Bring your poster board to the next chapter meeting, if you have no more units to visit.



NOQUET LODGE 29

Unit Eligibility and Election Report



Troop / Crew / Ship No. _____ Chapter _____ Date _____ Page _____ of _____

THE ELECTION TEAM MUST BE O.A. YOUTH MEMBERS FROM OUTSIDE THE UNIT.

O.A. UNIT ELECTION TEAM PRESENT (Print)

Team Leader Present	2 nd OA Member Present	Adult Adviser Present
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Number of chartered youth _____ Number of youth present _____ At least half of youth actively registered present? Yes (required to conduct election) No

Number of ballots turned in _____ Number of votes required for election (half of ballots; round up if not a whole number) _____

	Elected	Last Name,	First Name	BSA ID #	Birthdate	E-mail
ELIGIBLE SCOUTS ONLY (Attach additional sheets if needed, or TroopMaster report or Charter roster)						

Scoutmaster/Advisor/Skipper	Name	Phone	E-mail	OA member? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Eligibility Verification Section

I certify that each individual listed above / on any additional sheets (1) is a registered, active member of this unit, (2) is under 21Years old, (3) holds First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, (4) has completed 15 nights of scout camping within the last two years, five consecutive nights (but no more) of which were at a BSA long-term camp, and (5) has my approval for election into the Order of the Arrow, which once given for this election, cannot be revoked.

I certify there are no youth members of this unit eligible for election at this time.

Unit Leader Signature _____ Date _____

Election Verification Section

I certify that this election was conducted according to OA procedures and was held in the spirit of the Order of the Arrow by the OA members above.

O.A. Team Leader Signature _____

Evaluation of overall quality of unit election

10
9
8
7
6
5
4
3
2
1

Excellent
Poor

I have conferred with the election team about this evaluation and, if any scouts were elected, I have received information on recommending adult member(s).

Unit Leader's Signature _____

ELIGIBILITY REQUIREMENTS

Each calendar year, a troop or team may elect members into the Order of the Arrow (OA). Both youth and adults can become members. All candidates, youth or adult, must complete an Ordeal within one year of their date of election to become an OA member.

Youth Candidates

1. Must be a registered member of the Great Lakes Field Service Council, BSA.
2. Must be **under 21** years of age at time of election.
3. Must hold at least holds First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, in the Boy Scouts of America.
4. Must have experienced 15 nights of camping under the auspices of the Boy Scouts of America after joining a troop and within the past two years. The 15 nights must include one, but no more than one, long-term camp consisting of five consecutive nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.
5. Must have the approval of Scoutmaster BEFORE the election is held.

To be considered valid, an official Noquet Lodge unit election team must conduct the election during the season set by the Lodge's unit elections committee. Unit elections cannot be conducted independently by the unit or by OA members in the unit. Unit elections cannot be conducted by adults.

All youth members and leaders under 21 years are eligible to vote in the election.

Adult Candidates

IF AT LEAST ONE YOUTH HAS BEEN ELECTED, the unit committee may recommend adults to the lodge adult selection committee. The number of adults recommended can be no more than one-third of the youth candidates elected, rounded up where the number of youth candidates is not a multiple of 3. In addition to the one-third limit, the unit committee may recommend the currently-serving unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least 12 months. Adult members may be male or female. An adult candidate...

1. Must be a registered member of the Great Lakes Field Service Council, BSA.
2. Must be **at least 21** years of age at time of recommendation.
3. Must have completed the same camping requirement set forth above for youth.

OA adult membership is not intended as recognition for service. An adult should be considered only if membership would *make OA membership more meaningful to youth*.

The form the unit committee uses to recommend adult(s) is part of this packet. The unit can download additional copies from <http://michiganscouting.org/noquet/>

Recommendations are reviewed by the Lodge's Adult Selection Committee, and if approved by the committee, are forwarded to the Scout Executive for final determination. **Recommendation of an adult for OA membership does NOT ensure election. The unit should not inform an adult of their election or have them called out until the unit has been notified of their election by the lodge.**

PRESENTATION

Team Leader Copy

The Unit Leader must sign the Eligibility Report before the presentation can start.

Youth team members and the unit's OA Troop Representative take turns – asking questions, getting answers from the group, and then giving the correct information.

Who Knows What the Order of the Arrow is?

It's Scouting's national honor society! We are dedicated to the ideals of brotherhood and cheerful service. This is the next step in Scouting.

The purpose of the Order of the Arrow is:

- To honor those who best live the Scout Oath and Law,
- To promote adventure and the environment,
- To help develop leaders, and
- To encourage service to others.

How Can You Recognize OA Members?

By a white sash with a red arrow or by a pocket flap.

Who Knows How You Become A Member?

You must be elected by fellow members of your troop.

You also must have –

- At least holds First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher,
- 15 nights camping, including 5 in a long-term camp, in the last 2 years, and
- Unit Leader's approval.

There is no age requirement or number of years as a scout. We take pride in our Indian ceremonies, but no Indian lore skills are needed to join.

What Happens After A Scout Is Elected?

He or She is called-out as a candidate, and undergoes the Ordeal – a series of tests of dedication to the ideals of Scouting and the Order. After ten months of additional service, their membership can be sealed in the Brotherhood.

Does Being An OA Member Change Your Membership in The Troop?

No. Our Lodge has its own activities, but these DO NOT replace troop activities. Arrowmen are expected to give richer service to their troop for the honor of election.

PRESENTATION (continued)

Team Leader Copy

Scouts,

You will now decide by Secret Ballot who among you deserves membership in our brotherhood. There will be no campaigning. An OA election is NOT a popularity contest. Don't vote for someone because of age, athletic ability or because he/she is your friend. What really counts is loyalty to the Oath and Law. Think for yourself. Don't be influenced by others. No one will know who you vote for.

All registered troop members under 21 may vote.

Any scout who receives votes on at least half the ballots is elected. Any number of scouts can be elected.

- You can vote for more than one.
- You can vote for any number of candidates.
- You can turn in a blank ballot or refuse to take a ballot.

If you are eligible for election, you can vote for yourself. ONCE AGAIN, THERE IS NO MAXIMUM NUMBER THAT CAN BE ELECTED. AND YOU SHOULD VOTE FOR EVERYONE ON THE BALLOT WHO YOU FEEL IS DESERVING.

Any questions, before we announce the eligible scouts?

There will be no further discussion. These scouts are eligible.

[Read list from Eligibility Report.]

Before You Vote, Ask Yourself These Questions

- Who in this group is a friend to all and a brother to every other Scout?
- Who is kind and helpful?
- If you were a new Scout, would you like to hike and camp with him/her?
- Who is cheerful, even when he/she has many jobs to do?
- Who smiles whenever they can?
- Who is always ready to give unselfish service to others?
- Who has faithfully attended meetings and helped with service projects?
- Who can you depend on?

Above all, ask yourselves: Who in this group, by living the Scout Oath and Law, sets such an example of brotherhood and cheerfulness that you look up to them with respect and admiration?

[Pass out ballots]

PRESENTATION

OA Troop Rep./Team Member #2 Copy

The Scoutmaster must sign the Eligibility Report before the presentation can start.

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You must be elected by fellow members of your unit.

You also must have –

- At least holds First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher,
- 15 days & nights camping, including 6 in a long-term camp, in the last 2 years, and
- Unit Leaders approval.

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[Pass out ballots]

Adult Candidate Recommendation

Each calendar year, after holding a troop or team election which results in at least one youth candidate being elected, the unit committee may recommend adult(s), male or female, for membership – one adult for every three youth candidates elected, rounded up where the number of youth candidates is not a multiple of 3. In addition to the one-third limit, the unit committee may recommend the currently-serving unit leader (but not assistant leaders), if he or she has served as unit leader for at least 12 months. (Does not apply to District or Council nominations). Please note OA membership is not a form of recognition for service; it is intended to make the youth experience more meaningful.

The recommended adult must:

- **Be 21 years old, or older,**
- Be a registered member of a Troop, Crew or Ship, or a District, or Council member at large, in Great Lakes FSC, and
- Have camped a minimum of 15 nights within the most recent two years, which must include one, but no more than one long term resident camp of 5 consecutive nights, under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend or other short-term camping.

CANDIDATES ARE NOT CONSIDERED ELECTED AND CANNOT BE CALLED-OUT OR NOTIFIED OF ELECTION UNTIL APPROVED BY THE LODGE ADULT SELECTION COMMITTEE AND SCOUT EXECUTIVE.

Candidate Name	Circle one: Troop Ship Crew District Council			
Address, City, State, Zip	Unit Number		District	
	Election Date		Youth Elected	
Birth Date (Mo/Day/Year) / /	Current Position			
BSA Registration Number	Woodbadge / Similar BSA Training, if any			
Home Phone				
Cell/Business Phone	Occupation			
E-Mail Address	Special Interests			

Please tell how membership for this adult will make membership more meaningful to youth, and list demonstrated abilities to fulfill the purpose of the Order, necessary Lodge functions this individual can perform, or ways this individual can provide a positive example for the growth and development of youth members.

Recommended By (print name)		Date
Position	Home Phone	
Address, City, State, Zip	Cell/Business Phone	
	E-Mail Address	

For Lodge Adult Selection Committee Use Only Elected Not Elected

Adult Selection Committee Chairman Signature _____ Date _____

Scout Executive/Designee Signature _____ Date _____

Unit Notification _____ Copy to Lodge Secretary _____ Copy to Chapter _____