

To: Unit Leaders, Toqua District
From: Order of the Arrow W.W.W., Pellissippi Lodge 230, Toqua Chapter
Subject: Annual Unit Elections

The Order of the Arrow is Scouting's national honor society. It recognizes that campers who best exemplify the Scout Oath and Law in their daily lives and, by such recognition, cause other campers to conduct themselves in such a manner as to warrant similar recognition, to promote camping, and to crystallize the habit of helpfulness as a life purpose.

Each unit with qualified Scouts is urged to hold an election before March 20, to select candidates for Ordeals. Ordeals will be held in May and August. See www.pellissippilodge.org for details. The Toqua Chapter Unit Elections Committee has been working on scheduling these elections. Included is a proposed schedule of elections for each unit; if you need to change the date for your unit, it is imperative that you notify us as soon as possible.

The election must be administered by a team trained and assigned by the Chapter Unit Elections Committee. The Election should be held at a regularly scheduled unit meeting. Every effort should be made to have 100 percent attendance at this meeting, and the election may not be conducted if less than 50% of the registered active members are present.

Youth Member Qualifications:

- 1 A Boy Scout who holds the First Class rank or higher, is under the age of 21, and is registered as an active member of the troop may, with the approval of his unit leader, be nominated for election. Prior to the election, the unit leader must certify the nominee's Scout Spirit and youth membership qualifications.
- 2 After registration in Scouting, the Boy Scout must have experienced 15 days of Boy Scout camping during the two-year period prior to the election. 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 Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

Voting for youth candidates will be based on their spirit of brotherhood, cheerfulness (no matter how tiresome their duties), and their willingness to give selfish and wholehearted service to others at all times.

Adult Member Qualifications: Each year, upon holding an election for youth candidates which results in at least one youth candidate being elected, the unit committee may recommend one registered adult, 21 years of age or older, to the lodge adult selection committee (two adults may be nominated for units with more than 50 registered youth members). The adult selection committee, with the approval of the Scout Executive, will decide who will be candidates for inductions provided the following conditions are fulfilled:

1. Selection of the adult is based on the ability to perform the necessary functions to help the Order fulfill its purposes and is not for recognition of service, including current or prior achievements and positions.
2. The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.

3. The camping requirements set forth for youth members are fulfilled.
4. The adult leader's membership will provide a positive role model for the growth and development of the youth members of the lodge.

ATTACHMENTS

A considerable amount of paperwork is involved in the youth election and the adult recommendations. It will greatly facilitate the election process if some of this were accomplished by the unit leader prior to the election. In addition to the election schedule mentioned above, the following forms are attached.

Unit Elections Report Having the names and the ranks of the eligible Scouts filled out on this form by the unit leader prior to the arrival of the unit election team will save the time required for the team to write in the information. (Please use full names – no nicknames). The unit leader is required to sign the form, certifying eligibility and approving the Scouts as nominees for election. It is suggested that the unit leader keep a copy of this form after the election is completed, or at least keep a list of Scouts elected. Troopmaster can produce this report with the data already filled in..

Unit Adult Candidate Recommendation (Age 21 and over) This form should be completed by the unit committee prior to the unit election, and be provided to the election team at the time of their visit.

Sample Election Ballot The election process would be expedited if the unit leader would produce such a form for use at the election. This form helps the voter, as he does not have to write out the names of his choices. (Use of this form could possibly result in more youth being elected).

Current Order of the Arrow Membership: This is an effort to up-date our chapter membership. Please fill out this form and give it to the unit election team.

What To Do At The Election and Script For Unit Election Team This is the information given to all unit election teams on how to conduct Unit Elections and a suggested script for them to follow. This is included for your information and to help you be more aware of what to expect.

ELECTION TEAMS NEEDED: Please let us know if your unit can provide an election team this year, and any preferences you may have for dates and units. There are over 25 units in Toqua District that will need Order of the Arrow elections, and we need your help. It will be much appreciated if your unit will furnish an election team. Please contact us if you can do this. Training will be provided to all election teams.



UNIT ELECTION TEAMS: WHAT TO DO AT THE ELECTION

- Contact the unit leader by telephone about a week before the election to make final arrangements and confirm the date, time, and location for the election. Remind him that you need a TV and VCR to run the video. Also contact each of the election team members to remind them of the date and time and the meeting location, and confirm transportation arrangements.
- Be there at the agreed upon time or earlier.
- Be in complete uniform, with sash, looking sharp.
- The election team leader should introduce himself to the unit leader, and talk over the process of the election with him.
- Team members should be familiar with their particular part of the election process. **PRACTICE.** Try not to read the script word for word. Have it in your mind so you can look up and make eye contact. Be confident of what you are doing.
- Team members should be enthusiastic about the Order. This is the first contact some of the unit members have had with the Order.
- Be friendly and courteous to everyone. Do not pair off with someone you might already know in the unit.

UNIT ADULT CANDIDATE RECOMMENDATION

- Ask the unit leader if the unit will be recommending an adult candidate. If so, get the completed "Unit Adult Candidate Recommendation Form" from the unit leader. (If no adult candidates will be recommended, please note that on a blank form.)
- If at least one Scout is elected to the Order of the Arrow at the election, then one adult may be recommended on the form. If the unit has 50 or more Scouts registered, then two adults may be recommended.
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UNIT ELECTION REPORT

- Ask the unit leader if he has partially completed a "Unit Election Report" form for the team's use. Check that the unit number and date are entered correctly. Otherwise enter the unit number and date on a blank Unit Election Report form. Also ask if pre-printed ballots have been prepared for the team to use.
- Ask the unit leader how many ACTIVE youth are registered in the unit. Enter the number on the form (or confirm that this number has been entered correctly by the unit leader). (This might not be the same number as is on his unit roster.)
- Count the number of youth present. Enter this number on the form. **THERE MUST BE AT LEAST HALF PRESENT TO HOLD THE ELECTION.** If there is not half of the registered active youth present, the election must be re-scheduled.
- Ask the unit leader for a list of the eligible youth. (He should know what the requirements are, but remind him: First Class rank; 15 nights of camping in the two years prior to the election date, 5 of which must be long-term camping under the auspices of the Boy Scouts. Family camping is not counted. Only one long-term camp may be counted in the 15 nights. His signature on the form indicates that he approves them for membership.

- Enter the names of the eligible youth on the form (if the unit leader has not already completed this portion of the form).
- Have the unit leader sign and date the form.
- Ask the unit leader if there are Scouts present who should not vote in the election. Try to get him to move them out of the group.
- Ask the unit leader for any special instructions for holding the election. Suggest that the election team will conduct the election immediately following the unit's opening ceremony.
- The Election Team should conduct the election, following the "Script for Unit Election Teams". Show the Order of Arrow Unit Election video "Becoming an Arrowman".
- Distribute one ballot to each eligible Scout. If the unit leader has prepared pre-printed ballots for you to use, these should be used. Otherwise, just use sheets of paper. Make sure no Scout gets hold of more than one ballot. You should have extra pencils or pens.
- To be elected, the Scout must receive votes on at least half of the ballots turned in. Youth may vote for as many candidates they feel are worthy, including themselves.
- Leave the room, asking one adult to go with you to count the votes.
- Count the number of ballots. Enter the number on the form.
- Determine the number of votes required to be elected. If an even number of ballots was turned in, divide by 2 and enter the number on the form. If an uneven number of ballots were turned in, round UP to the next even number, divide by 2, and enter this number on the form go through the ballots one-by-one. Two members of the team and the adult from the unit should keep a tally of the number of votes received by each Scout. If there is a discrepancy in the tally counts, do it again.

- If no Scout receives at least half of the ballots turned in, no one is elected. Hold a second election similar to the first and explain to the Scouts why. If no Scouts are elected on the second ballot, voting is completed. The Unit Elections Report is turned marked "None Elected".

- For each Scout elected, put a check mark in the column after his name. Enter the total number elected in the blank on the form.
- The unit leader should keep a list of the Scouts elected.
- All election team members must sign the form.
- Keep the ballots. Do not let anyone else see them. Destroy them in a place away from the election site. Do not tell any Scout if he was or was not elected. (Normally the election results are kept secret until the call-out ceremony at the Spring Camporee, but this is up to the unit leader.)

- Also ask the unit leader if he has a current list of OA members from the unit.

Before you leave, ask if there are any last questions. Then thank the unit leader and the Troop for their cooperation, and excuse yourselves from the meeting. Remember to BE ENTHUSIASTIC about OA and encouraging to everyone.