



## APPENDIX C

### YOUTH ELECTION PROCESS

**Preparation-**Be sure to bring with you your own blank ballots and a supply of sharp pencils; most unit meetings will not have ready access to a sufficient supply. Bring extra election worksheets, in case you mess one up, or have a large group of eligible Scouts. Also it is recommended that you bring a large sheet of paper or some type of chalkboard to display the names of those eligible for election. It is also recommended that you carry along a sheet of carbon paper and some paper clips to cut down of the writing you will have to do. And remember, be in full uniform (including sash) and be on time!

**Step #1-**Ask the Troop or Varsity Team Leader what is the total number of active registered Scouts (under 21) in the unit, and write that number on line 1.

**Step #2-**Count the number of active registered Scouts present, and write it on line 2. If it is not half of the total number (line 1), an election cannot be held; inform the Unit Leader that they will have to reschedule the election.

**Step #3-**Make sure that the Unit Leader understands the eligibility requirements (LISTED BELOW), and then have the Unit Leader fill in the List of Scouts eligible (Line 3). Make sure that all of the required information is completed on the worksheet, including the youth members BSA Registration Number (on his BSA membership card or the Unit's Charter) and obtain the Unit Leaders signature, printed name, and telephone number. Make a 2nd copy of the form for the Unit Leader's records and a third copy for the Elections Teams records, if you didn't remember to bring some carbon paper. Write in the number of Scouts eligible on line 4. Also, write the names of the Scouts eligible on the large sheet of paper or display board.

#### ELIGIBILITY REQUIREMENTS:

- (1) At Least First Class Rank
- (2) Fifteen (15) days and nights of Camping under the auspices of the Boy Scouts of America, including one long term camp of at least six (6) consecutive days (including 5 nights) within 2 years prior to the date of the election. Only one long term camping trip (maximum of 6 days) may be counted towards the total camping requirement.
- (3) An Active, Registered member of the Unit under the age of 21.
- (4) Unit Leader approval.

**Step #4-**Do not start the election until you are ready; after all of the previous steps have been completed. **NOTE: ALL candidates meeting the requirements are listed on the worksheet and are eligible to be elected.** The Scouts may vote for any or all of the youth that are eligible.

**Step #5-**Call the Election to order. Tell the Scouts that this is important and to pay close attention. Give a brief description of the OA and its activities.

**Step #6-**Read the Election Ceremony. It takes about three minutes to read, but remember, an election is a once a year occurrence to a unit, so take your time. You might try taking turns reading the paragraphs in the Ceremony with the other member of the Elections Team; it would make it sound more interesting. Ask for questions when you finish.

**Step #7-**Pass out the ballots and pencils. Collect them as the Scouts finish voting. The Scouts should hand their ballots only to members of the OA Elections Team.

**Step #8-**In a room away from the Scouts, count the number of ballots turned in, and writes that number



**AMANGAMEK-WIPIT LODGE #470**  
**National Capital Area Council #82 - Boy Scouts of America**



on line 6. It should not exceed line 2. If it does, void the election. Chastise the unit and tell them that they have to re-conduct the election. NOTE: Ballots with bogus names counts as ballots turned in, but the false names, of course, count for no one.

**Step #9-**Write on line 7 the number of votes needed for election. This number is half the number of ballots turned in. If the number of ballots turned in is odd, round up.

**Step #10-**Then counts the votes each election candidate received. Any one who has the necessary number of votes is an OA candidate. If no one is elected, conduct a second election. Do not tell the Scouts why; just tell them you need to do it again. The election can only be held twice. If still no one makes it, then the Unit's election eligibility is over for this year.

**Step #11 -**Enter either Yes or No in the Box "Elected" on the worksheet (line 8). Write the number of boys elected on line 9.

**Step #12-**Show the Unit Leader the results and have both Election Team Members sign the Election Worksheet (Line 10). Give copy #1 to the Unit Leader and keep copy #2 for the Chapter Elections Committee. The Unit Leader may announce the results, but recommend that he wait until the Chapter conducts a Calling Out Ceremony.

**Step #13-**Ask the Unit Leader if the Unit Committee has plans on recommending an adult candidate. If the Committee has a recommended an adult, obtain the form, verify that it is the current edition of the Unit Adult Recommendation form, and turn it in along with the Elections Worksheet. If the Committee has not yet recommended an adult, provide the Unit Leader with a copy of the Election Guide for Adult Selections

**Note: In order for a Unit to nominate an adult, the Unit must have held a Youth Election in which at least one Scout was elected as an OA Candidate.**

**Step # 14-**Thank the unit for its cooperation, and leave.

**Step #15-**Do not lose the Original worksheet!! Bring it to a Chapter meeting, or arrange a convenient time to deliver it to the Elections Chairman.

## **ELECTION CEREMONY**

The Order of the Arrow is a national Brotherhood of Honor Campers. Its purpose is to recognize and honor those campers who live up to the Scout Oath or Promise and Law in their daily lives and to guide them in expanding the service that has made them outstanding. The Order promotes Scout camping and maintains camping traditions and spirit.

The only way that a Scout can become a member of the Order of the Arrow is to be elected by the members of his Troop or Varsity Team. To be eligible for election, a Scout must fulfill the camping requirement and hold the First Class rank.

After being elected, the Scout must undergo the Ordeal, which is a series of tests of his sincere dedication to the high ideals of Scouting and the Order of the Arrow.

Tonight, you will elect representatives to our Brotherhood of Cheerful Service, and we are here to assist you in the election. All registered active members (including OA members) of this unit (Troop or Team), except those ages 21 or over, are entitled to vote.

Those eligible candidates who receive votes on at least half of the ballots turned in are elected. The number you elect will depend on how your votes agree with the other members of your unit.

Remember that an Order of the Arrow election is not a popularity contest! Don't vote for a Scout just because he is your friend, or because he is a good athlete, or is older than the rest. What really counts is



**AMANGAMEK-WIPIT LODGE #470**  
**National Capital Area Council #82 - Boy Scouts of America**



his loyalty to the Scout Oath or Promise, and willingness to help others.

**(Identify election candidates and place them up front.)**

Candidates who are not present tonight are still eligible for election. Ask yourself:

Who in this group is a friend to all and a brother to every other Scout?

Who is pleasant and easy to get along with? Is he kind and helpful?

In all, if you were a Tenderfoot, would you like to hike and camp with him?

Who is cheerful, even when he has many tiresome jobs to do?

Who is always ready to give unselfish and wholehearted service to others?

Who has served your unit all year round, faithfully attending your meetings and helping with your services projects? Do you think he will continue his service in the future? If you were his patrol leader, could you depend on him?

**(Have candidates return to their seats.)**

Scouts, on the ballot you will be given, print the names of candidates, who in your opinion have set the best examples of brotherhood, cheerfulness and service to others.

Vote for only those who you believe will continue in unselfish service to your unit. 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, and this will not affect the final result.

Remember that this is a secret ballot. Do not discuss your choices with other Scouts. Please print the candidates' full names. Do not use nicknames. You may vote for any candidate only once.

The names of those eligible are listed. When you are finished, fold the ballot once and give the ballot to a member of the OA Elections Team.

## **POST ELECTION PROCESS**

Collect ballots, tally the votes, and determine the Scouts who were elected.

When finished tallying the votes, complete the election form, and give a copy #1 of the election results to the Unit Leader.

It is recommended that the results of the election not be announced at this time, but remain secret until publicly revealed at the OA Calling Out Ceremony for your Chapter.

## **CHOOSING CHAIRMEN**

All Event Chairmen are appointed by the Lodge Chief. Before the appointment is made, the Area Vice Chief responsible for the event, the Lodge Adviser, and the Lodge Staff Adviser are to be consulted for recommendations. The Chairman of the event should have the following qualifications:

- Be at least a Brotherhood Honor and a member of the order of the Arrow for at least two years.
- Have previously attended at least one event similar to the one you wish him to chair.
- Have no fear of the telephone. He must be able to recruit help and stay in contact with the Chief and his Adviser.
- Have a working knowledge of the budgeting procedures and how to save money.

Be able to attend Lodge Executive Committee Meetings and report on progress.



**AMANGAMEK-WIPIT LODGE #470**  
**National Capital Area Council #82 - Boy Scouts of America**



**UNIT ELECTION FORM**



# AMANGAMEK-WIPIT LODGE UNIT YOUTH ELECTION FORM



Troop/Team \_\_\_\_\_ Chapter \_\_\_\_\_ Date of Election \_\_\_\_\_ Number of Active Registered Youth \_\_\_\_\_ Number of Youth Present \_\_\_\_\_

*At least 50% of the Active Registered Youth must be present to hold an election*

## LIST OF YOUTH MEMBERS – ALL MUST BE UNDER AGE 21 (Continue on a Second Worksheet if necessary – PLEASE PRINT).

BSA ID#	Name (Last, First, MI)	Rank	Address (City, State, Zip)	Birthday	Telephone	Elected (Y/N)

### UNIT LEADER'S CERTIFICATION:

I certify that the above named youth members of this Troop or Team meet the Boy Scout First Class rank, 15 days and nights of Camping (including one Long-Term Camp), and Scout Spirit eligibility requirements and I approve them as nominees for election.

\_\_\_\_\_  
*Signature of Unit Leader*

\_\_\_\_\_  
*Printed Name of Unit Leader*

\_\_\_\_\_  
*Telephone #*

**Number of youth certified as eligible:** \_\_\_\_\_

**Number of ballots turned in:** \_\_\_\_\_

**Minimum number of votes required for election (at least 1/2 of the ballots turned in):** \_\_\_\_\_

**Number elected (CHECK ELECTED column for each youth elected):** \_\_\_\_\_

If the Troop/Team Committee desires to recommend one adult (21 or over) to the OA Lodge Adult Selection Committee, the Unit Adult Recommendation Form must be completed and submitted to the Chapter Adviser.

### ELECTION TEAM CERTIFICATION:

_____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>	_____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
_____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>	_____ <i>Printed Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>

**DISTRIBUTION:** Original - Elections Chairman Copy – Unit Leader