

ORDER OF THE ARROW
2016 UNIT ELECTION PROCEDURES
LAKE MINNETONKA CHAPTER

Order of the Arrow elections can be held between January 1st and April 15th, and all paperwork must be *returned to the Chapter Adviser* (Jim Lindfors) by April 19th, 2016 – **NO EXCEPTIONS!**

*****During 2015 elections some issues were identified which affected some unit elections. Specific areas of interest have been identified in red in this year's document. If you have any questions about any of the procedures in this document, contact the Chapter Adviser for clarification.*****

Order of the Arrow Election Procedure:

Set a date for your elections and make it known to all troop members. The date must be between January 1st and April 15th, but no later than the 15th of April.

Arrange for youth OA members from another troop, to come to your Troop's OA election meeting. They will explain the OA to your troop, and conduct your elections. **Per OA rules, no troop may hold their own elections, they must be conducted and certified by OA members of another troop or unit. **Election teams will take all paperwork with them and be the ones returning it to the Chapter Adviser. Have all pertinent forms and information (listed below) ready for the team to use in completing the unit forms.***

Identify the youth in the troop who are eligible by OA standards. The unit leader certifies the eligible youth members and produces a ballot. *(ALL Scouts who are eligible by OA and camping standards <SEE BELOW> must be listed on the unit's election ballot, unless the Scout declines to be part of those nominated. If the Scoutmaster identifies a reason to withhold candidacy from any youth, it should be communicated to the Chapter Adviser in a timely fashion to resolve the issue before the unit's election is held).*

All members of, or candidates for membership in, the Order of the Arrow who are under 21 years of age shall be considered youth members or candidates for youth membership, subject to meeting the following requirements: 1) Be a registered member in good standing of the Boy Scouts of America. 2) Hold the First Class, or higher, rank in the Boy Scouts of America. 3) After registration with a troop or team, have experienced fifteen days and nights of Boy Scout camping, during the two-year period immediately prior to the election. The fifteen days and nights must include one, and only one, long-term resident camp of at least six consecutive days and nights of Boy Scout camping. The balance of the camping must be overnight, weekend, or other short-term camps (no further long-term resident camp days are allowed).

Hold the election at the time and place determined by the unit leader, and have Boy Scouts or Varsity Scouts assembled with their unit leader ready to elect candidates. The Order of the Arrow should be represented by a two or three-member team from another troop or team.

On the day of the election the unit leader certifies that at least half of the registered youth members of the troop or team are present. An election shall not be held with less than half of the active registered members present. Attendance shall be taken and recorded on a copy of the unit's roster *and provided to the election team to be turned in to the Chapter Adviser*. If less than 50% of the unit's active members are not present, an alternate date can be set for a future election. ****This can only be done once, *but the second date must also fall before the April 15th deadline.*****

All present youth members (up to age 21 as identified in OA rules, and regardless of OA membership) can cast votes in an OA election. There is no campaigning for OA membership, youth vote in silence based on their knowledge of the candidates identified. The youth may vote for all, any, or none of the candidates eligible. A youth may refrain from submitting a ballot if he does not feel capable of making an informed decision. Youth candidates must receive at least 50% of the votes submitted to be elected into the OA.

The unit leader may choose to announce results immediately, or wait for a future date or a callout at summer camp. *The Unit Election report must be completely filled out and returned to the election team on the night of the election. No exceptions!* The election team should give the signed "pink" copy to the unit leader. *Paperwork submitted to the election team shall include; the Unit Election Report, attendance verified copy of the Unit's Roster, and a blank copy of the ballot used for the election, and appropriate adult nomination forms as identified below.*

If one or more youth candidates were elected the unit may submit adult nomination(s). See below for separate adult nomination procedures.

Totanha Nakaha Lodge
Order of the Arrow
ADULT NOMINATION PROCEDURE

Each year, upon holding a troop or team election for youth candidates that result in at least one youth candidate being elected, the unit committee may recommend at least one adult to the lodge adult selection committee.

Requirements for adult submission are as follows:

1. Be of the age 21 or older.
2. Be a registered adult member in good standing of the Boy Scouts of America.
3. *Committee approval prior to the youth election*. The intent of this nomination should be based on their ability to perform the necessary functions and not for recognition of past service.
4. Be a positive role model for the youth at both the unit and chapter/lodge level.

5. After registration with a troop or team, have experienced fifteen days and nights of Boy Scout camping, during the two-year period immediately prior to the election. The fifteen days and nights must include one, and only one, long-term resident camp of at least six consecutive days and nights of Boy Scout camping. The balance of the camping must be overnight, weekend, or other short-term camps (no further long-term resident camp days are allowed).
6. 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 Scoutmaster (but not Assistant Scoutmasters), as long as he or she has served in this position for at least the previous twelve months. See examples below.
Examples of Adult Nomination: a) A troop elects 6 youth, using the rule of 1 adult for every three youth, 2 adults may be nominated ($6 / 3 = 2$).
b) If the number of youth elected is not a multiple of three, the calculation rounds the number of youth up to the next multiple of three. If a troop elects 7 youth, then the calculation uses the next multiple. In this case 3 adults may be nominated (7 rounds up to 9 then $9 / 3 = 3$). If a troop elects 1 youth, 1 adult may be nominated (1 rounds up to 3 then $3 / 3 = 1$).
c) In the instance where the Scoutmaster is not an OA member, and has served as Scoutmaster for 12 months, the unit may nominate him or her in addition to the other adults nominated.
7. Adults nominated will be an asset to the Order due to demonstrated skills and abilities that fulfill the purpose of the Order. Honor and Service
8. Adults nominated shall be identified on the Totanhan Nakaha Lodge, Order of the Arrow, Adult Candidate Recommendation form, and submit this form to the election team on the day of the election.

Any exception to these rules must be cleared through the Chapter Adviser prior to the event. Do NOT wait until the last minute. If you have any questions, please do not guess, contact me.

Thanks...

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