

2017 ORDER OF THE ARROW UNIT ELECTION PROCEDURE **LAKE MINNETONKA CHAPTER, TOTANHAN NAKAHA LODGE 16**

Order of the Arrow unit elections for Lake Minnetonka District must be held between January 1ST and April 15TH 2017. The election activity and date on the completed election form must be in this date range to be considered for submission.

All completed and signed election paperwork must be submitted to Chapter Adviser Brett Schneider by April 20th, 2017 – NO EXCEPTIONS!

NOTE: NO election paperwork should be submitted directly to the Lodge. Chapters are responsible for entering election results into Lodgemaster. Your election results will go unrecorded if you skip this step. We have plenty of past paperwork issues and poor data history so please follow the process.

If you have any questions about any of the statements or procedures in this document, please contact the Chapter Adviser for clarification. Contact information is provided below.

Order of the Arrow Election Procedure:

Set a date for your elections and make it known to all troop members. This should become routine and be part of your troop annual planning activities. The date elections are held must be between January 1st and April 15th - not later. No discussion.

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 election team.

Per OA rules, no troop may hold their own elections, they must be conducted and certified by OA youth members of another troop, unit, or election team.

Youth OA members, accompanied by adult advisers, conduct elections. Election teams will provide the election form when they arrive. The host unit provides all ballots (see below). The election teams will complete the election form and obtain all required signatures from the unit holding elections. Only these election teams may submit paperwork to the Chapter Adviser.

Option A: Troop to Troop election teams – your unit may already have a peer relationship with another unit or units and share election support. This system is the best and preferred method to arrange for holding elections. Youth must be OA members and in good standing with current paid dues.

Option B (NEW): Chapter election teams – this year the Chapter youth leaders will provide election training to any and all Arrowmen that troops arrange to send at the January 5th Chapter meeting. Chapter election teams are another way Arrowmen can support the Order of the Arrow.

These new election teams will only work if units promote the concept and support their OA members who want to help. The Chapter cannot provide what the chapter does not have. If your OA youth are interested in supporting Chapter teams we will make it work.

Identify the youth in the troop who are eligible by OA standards (see below). The unit leader certifies the eligible youth members and produces a ballot:

ALL Scouts who are eligible by OA and camping standards must be listed on the unit's election ballot, unless a 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 for review and / or to resolve the issue before the unit's election is held.

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. *This roster check list is provided to the election team and is to be turned in to the Chapter Adviser with the election form.* 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 and must be before the April 15th cutoff date.**

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 - by indicating so on the 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 have them announced during call-out at summer camp.

NOTE – the Lodge provides all summer camps with election results as part of the overall election process. Troops are recommended NOT to provide their own results or change any results as this frequently leads to issues during Conclaves. Please ask the Chapter Adviser for more information.

Paperwork administered by the election team shall include: 1) the Unit Election Report, 2) attendance verified copy of the Unit's Roster, and 3) a blank copy of the ballot used for the election. Additionally, if appropriate, the adult nomination forms as identified below.

The Unit Election Report must be completely filled out by the election team and signed by all parties as indicated on the form. The election team should give the signed "pink" copy to the unit leader and retain all other documentation.

With 48 hours of completing the election, all paperwork must be turned in to the Chapter Adviser

Youth Candidates:

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).

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 16
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.
 - 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, 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 Totanha 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 the above must be reviewed by the Chapter Adviser prior to the election event. Do NOT wait until the last minute. If you have any questions, please do not guess, contact me:

Brett Schneider
OA Chapter Adviser, Lake Minnetonka District
Totanha Nakaha Lodge 16,
WWW Northern Star Council, BSA
(952) 442-5430
brett.schneider@lmdbsa.org