

2019 ORDER OF THE ARROW UNIT ELECTION PROCEDURE **LAKE MINNETONKA CHAPTER, TOTANHAN NAKAHA LODGE 16**

Annual Order of the Arrow unit elections for Lake Minnetonka District must be held between January 1ST and April 15TH 2019. The election activity and date on the completed election form must be in this date range to be considered for submission.

PLEASE NOTE: election results are only valid for one (1) year. Candidates not completing induction will require re-election the following year. This is the national policy.

Step 1 – 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

STEP 2 – Identify the youth in the troop who are eligible by OA standards. The unit leader certifies the eligible youth members and produces a ballot with all eligible names: 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, or his designee, for review and / or to resolve the issue before the unit's election is held. Allow a significant amount of time for the communications which must occur for these resolutions.

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).

****Beginning February 1, 2019, unit elections will be permitted in Scouts BSA, Venturing and Sea Scout units. The new Order of the Arrow membership requirements are as follows:**

1) Be a registered member of the Boy Scouts of America. 2) Have experienced 15 nights of camping while registered with a troop, crew, or ship within the two years immediately prior to the election. The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of the Boy Scouts of America. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts. 3) At the time of their election, youth must be under the age of 21, hold the Scouts BSA First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, and following approval by the Scoutmaster, Crew Advisor or Sea Scout Skipper, be elected by the youth members of their unit.

*****Adults (age 21 or older) who meet the camping requirements may be selected following nomination to and approval by the lodge adult selection committee.**

STEP 3 – 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.

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

Order of the Arrow Election Day Procedure:

The Order of the Arrow should be represented by a two or three-member team from another unit or an election team designated by the Chapter Leadership. ***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 a Chapter election team.***

Youth OA members, accompanied by adult advisers, from the visiting unit conduct elections. Election teams will provide the election form when they arrive. The host unit provides all ballots. It is best to prepare printed ballots from a computer. 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 Associate Adviser for Membership.

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 : 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 December 6th Chapter meeting at the Ridgedale Library (Ladyslipper Meeting Room #275). Chapter election teams are another way Arrowmen can support the Order of the Arrow.

On the day of the election the unit leader certifies that at least half of the active registered youth members of the troop or team are present. An election shall not be held with less than half of the active 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 Associate Adviser for Membership 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 level) 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 a 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 call-outs and Conclaves. Please ask the Chapter Associate Adviser for Membership for more information.

Paperwork administered and turned in to the Chapter 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.

STEP 4 – With 48 hours of completing the election, all paperwork should be turned in to the Chapter Adviser.

All completed and signed election paperwork must be submitted to Chapter Associate Adviser for membership, Jim Lindfors, by April 17th, 2019 – NO EXCEPTIONS! I must submit to the Lodge on April 24th and there is more to be done with the results from all units prior to that submission.

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

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. 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 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 the above must be reviewed by the Chapter Associate Adviser for Membership prior to the election event. Please do NOT wait until the last minute. If you have any questions, do not guess, contact me:

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