

**WAG-O-SHAG LODGE  
ORDER OF THE ARROW  
UNIT ELECTION INSTRUCTIONS**

Along with this letter, you should receive:

1. Official Youth Unit Election Form
2. Unit Adult Candidate Recommendation Form
3. Roster of current youth members of your unit
4. Out-Of-Council Call-out Procedure

**BEFORE** the OA lodge election team comes to hold your unit election you need to:

1. Fill out the Official Youth Unit Election Form completely, except for
  - a. "Number of boys present for election"
  - b. "Number of ballots turned in"
  - c. "Number of votes required to be elected"
  - d. "Number of boys elected"
  - e. "Unit Election Signatures"
2. Have 2 sets of election ballots printed listing those youth that you as scoutmaster recommend for election. These ballots should contain the names that you entered on the Official Youth Unit Election Form
3. Have a DVD or VCR, and TV or Projector available for the election team

The Youth Unit Election Process:

- Unit Leader Determines eligible youth
  - Registered member of Troop or Team
  - First Class or above
  - 15 days and nights of Boy Scout Camping in the 2 years prior to the election
    - One, and only one, long-term camp consisting of 6 consecutive days and 5 consecutive nights of resident camping (Certified Boy Scout Camp with Structured Scouting Program)
    - Balance must be overnight, weekend short-term camping
  - Demonstrate the Scout Oath and Scout Law in their daily lives.
- Unit leader completely and legibly fills out unit election form prior to the arrival of the lodge election team, listing all eligible youth, including any unit leaders less than 21 years of age.
- Prior to the election, unit leader produces two sets of election ballots listing all eligible youth
- At least half the registered youth members (including adults under 21) must be present for an election to take place.
- Unit Leader introduces the election team.
- Election team explains the election process including running a video
- Unit Leader introduces all eligible candidates to the unit
- First set of ballots distributed
- All youth under 21 vote
- Ballots collected and counted by election team and one adult from unit
- If no one is elected, do another ballot
- If no is elected on the second ballot, the election is over with no one elected.
- When voting, a Scout can either:
  - Vote for no candidates and turn in a blank ballot
  - Vote for all candidates
  - Vote for any number in between
  - Not turn in a ballot if they are new to the unit and don't know anyone

- To be elected, a youth must receive at least 50% of votes on ballots that were turned in. Example
  - Unit has 27 registered members
  - 23 members present at election
  - 21 ballots turned in
  - Must get 11 votes to be elected.
- Lodge election team ensures form is completely filled out (Please Print Legibly and provide complete information)
- A Copy of the election form is left with the unit. **THIS FORM MUST BE TAKEN ALONG TO SUMMER CAMP TO INSURE THERE ARE NO PROBLEMS!**
- The unit leader has the option of immediately telling the youth (or selected adult) that they were elected, or waiting for them to find out at a callout ceremony at summer camp.
- *If an elected youth (or selected adult) does not take part in a callout ceremony, it is the responsibility of the unit leader to inform them that they were elected. A youth (or selected adult) does not have to go through a callout ceremony, but they must take their Ordeal by the fall of the following year or they lose their eligibility.*

#### The Unit Adult Nomination Process

- The adult nomination is just that – a nomination. The nomination must be approved by the lodge adult selection committee.
- The nomination should not be used as a recognition or reward. It should be for what they will do for the Order of the Arrow in the future.
- The adult being nominated must meet the same camping requirement as the youth
- One adult can be nominated by the unit for every 50 registered youth or part thereof
- At least one youth must have been elected
- The Adult Nomination form must be signed by the Committee Chair and one other Committee member (not the unit leader) (If chair is nominated, two committee members must sign)
- The Adult nomination must be received at the Scout Office by May 1.
- The Lodge Adult Selection Committee meets the first week of May and consists of
  - The Lodge Adviser
  - The Lodge Staff Adviser
  - The Council Camping Committee Chair
- The Lodge Adult Selection Committee will accept or deny nominations based on the information provided on the form
  - Camping Requirement
  - Asset to the Order
  - Incomplete nominations will be denied
- The nomination form should NOT be filled out by the nominee
- The Council Executive reviews and approves all actions by the Adult Selection Committee
- Unit is notified, by mail, of the results

If you have any questions please contact the Lodge Election Adviser, Rick Ryan, or the Lodge Adviser, Greg Nebel.

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