



Order of the Arrow Unit Elections Guide



O - S h o t - C a w L o d g e # 2 6 5

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ABOUT THIS GUIDE

This guide has been developed to provide all Unit Leaders and Order of the Arrow (OA) members in the South Florida Council a standardized set of Unit Election materials for use when planning and conducting Order of the Arrow elections. While this guide is not all-inclusive, it covers most of the common elections questions. Additional questions about the Unit Elections process should be directed to the Chapter adviser, Lodge Adviser, or the Scout Executive.

Please review the information contained in this Guide prior to conducting Unit Elections in your area to ensure that the Unit Elections performed are in compliance with current OA policy.

Election results that do not follow these policies may be invalidated at the discretion of the Chapter adviser in coordination with the council professional staff.



The information contained in this guide provides the current national OA policy for youth and adult membership requirements and unit election procedures. These sections are taken directly from the current Guide to Officers and Advisers (2019 Edition) as revised by Operations Updates available via the National Order of the Arrow website (<http://www.oa-bsa.org>).

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Frequently Asked Questions

Q: What is the camping requirement for membership?

A: As Scouting's national honor society of campers, the Order of the Arrow requires that each youth and adult candidate have fulfilled the following in order to be eligible for election:

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.

Q: How many youth must be present to hold an election?

A: Before the election, the unit leader must verify to the OA unit elections team that at least 50 percent of the registered active unit membership is present. If at least 50 percent is not present, an election cannot be held and the election should be rescheduled.

Q: Can the unit leader prevent a youth candidate's name from being placed on the ballot?

A: Yes. To become eligible for election and have their name placed on the ballot, each youth member must have the approval of the unit leader. The unit leader must certify prior to the election a candidate's Scout spirit (i.e., his adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of the annual election.

Q: Can a unit leader remove a candidate's name after the election?

A: No. The unit leader should remove a candidate from consideration for election to the Order of the Arrow prior to the election being held. This is why the unit leader certifies, prior to the election, that the candidates have Scout spirit and that the nominee meets all specified requirements at the time of the annual election. Unit leaders should not take a "wait and see" approach where candidates that do not have their approval (or may be questionable) are placed on the ballot to wait and see whether their peers elect them.

Q: Can a troop/team conduct its own election?

A: The lodge encourages the use of election team members from other units. This can prevent possible conflicts of interest during the vote count as well as demonstrate that the OA extends beyond the Troop or Team. OA members from the unit the election is being held in may conduct the election if no other arrangements can be made.

Q: Can a unit use pre-printed ballots?

A: Yes. However, care must be taken to ensure that all candidates' names appear on the ballot. Excluding a candidate's name and having it "written in" during the election should be discouraged since this may prevent a fair opportunity for this candidate to be elected. If it is discovered that an eligible candidate's name is missing from a pre-printed ballot, blank ballots should be used instead.

Q: Can "All of the above" or "None of the above" be included as choices on a ballot?

A: Yes. The only requirement that is in national OA policy along these lines is that "a voter may list on his ballot any combination of names, including all eligible candidates who he believes are worthy to become members of the Order of the Arrow". "None of the above" votes should be treated as blank ballots for the purposes of counting. Ballots should not be presented that ask the voters to select candidates which they do not want to elect.

Q: A Scout in my troop is also registered in a Venturing crew. Can camping trips with the crew count towards the camping requirement?

A: Since the Scout is registered with the troop, and the camping with the crew is "under the auspices of the BSA," these camping trips while the youth member is also a Boy Scout will most likely count for some of the short-term camps. The acceptability of this camping is something that is determined by the Scoutmaster.

Q: Do youths have to be present to be placed on the election ballot and be elected?

A: Current OA National Policy is that to be eligible as a youth (all members under age 21), a candidate must be registered in the Boy Scouts, hold at least the rank of first class, and fulfill the camping requirements. This means that female youth Crew members (under age 21) are ineligible. They may be elected once they are an adult (21 or older) through the adult nomination process.

Q: How many adults can a Unit recommend to the lodge adult selection committee?

A: The unit committee may recommend one adult to the lodge adult selection committee each year upon holding an election that results in at least one youth candidate being elected for every three youth elected. Adult leaders are defined as registered members of the Boy Scouts of America who are 21 years of age or older. For example, a unit having 9 youth elected may nominate three adults.

Q: Can adult leaders be recommended at the district or council level?

A: Yes. The lodge adviser, district chairman, council president, or members of the professional staff may recommend adults to the lodge adult selection committee. All requirements for adult leaders in units must be fulfilled, with the exception of the camping requirements, which may be waived at the discretion of the lodge adviser and Scout executive.

MEMBERSHIP REQUIREMENTS

Unit leader approval. To become eligible for election, a Scout must be registered with the Boy Scouts of America and have the approval of their unit leader prior to the election. The unit leader must certify their Scout spirit (i.e., their adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.

Youth membership qualifications. 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:

- Be a registered member of the Boy Scouts of America.
- 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.
- 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.

- Adults (age 21 or older) who meet the camping requirement may be selected following nomination to and approval by the lodge adult selection committee. Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee.

Scouts with special needs. The Order of the Arrow is committed to including Scouts and Scouters who have special needs because of a disability. In the case of special-needs troops, election teams should follow the same procedures, keeping in mind that any Scout who is classified as a youth member of a Scouts BSA troop, Venturing crew, or Sea Scout ship regardless of age, will be considered a youth (voting) member. All other membership requirements remain the same.

Adult membership qualifications. All members of, or candidates for membership in, the Order of the Arrow who are 21 years of age or older and who are registered members of the Boy Scouts of America shall be considered adult members or candidates for adult membership. Individuals shall be selected as candidates based on the following:

1. **Adult leaders in units:** 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 recommend** to the lodge adult selection committee one adult for every three youth elected. The lodge adult selection committee is composed of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser. Recommendations of the adult selection committee, with the approval of the Scout executive, serving as *Supreme Chief of the Fire*, will be candidates for induction, provided the following conditions are fulfilled:

- Selection of the adult is based on the ability to perform the necessary function to help the Order fulfill its purpose, and not for recognition of service, including current or prior achievement and positions.
- The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
- The camping requirements set forth for youth members are fulfilled.
- The adult leader's membership will provide a positive role model for the growth and development of the youth members of the lodge.

2. **Adult leaders in council and district positions:** The lodge adviser, district chairmen, council president, or members of the professional staff may recommend adults to the lodge adult selection committee. All requirements set forth for adult leaders in units must be fulfilled, with the exception of the camping requirements, which may be waived at the discretion of the lodge adviser and Scout executive. All requirements set forth for adult leaders in units must be fulfilled, with the exception of the camping requirements, which may be waived at the discretion of

the lodge adviser and Scout executive. Recommendations of the adult selection committee, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will become candidates for induction.

Adults may be recommended for membership only one time per year as either unit Scouters or district/council Scouters, but not both. How they are recommended depends on where they maintain their primary registration. Because the Order of the Arrow is principally a youth organization, unit, district, and council Scouters are not selected for membership as a recognition. Selection should take place only when the adult's position in Boy Scouting or Varsity Scouting will make Order of the Arrow membership more meaningful in the lives of the youth membership.

Honorary membership. Honorary membership in the Order of the Arrow is not authorized and shall not be given. Membership in the Order shall be gained only through fulfillment of membership requirements as stated in the official literature of the Order of the Arrow, Boy Scouts of America. Visiting Scouts or leaders cannot be given honorary memberships in the Order.

Life membership. A life membership in the Order of the Arrow is not authorized and shall not be recognized. Membership in the Order of the Arrow requires current registration with the Boy Scouts of America. There is no official or authorized life membership registration status for the Order of the Arrow in the Boy Scouts of America.

ELECTION PROCEDURES

To become a member of the Order of the Arrow, a Scout is chosen by vote of the youth in their unit. This is a unique feature of the OA since the majority of those who select their candidates for this honor are not members of the lodge. However, lodge members in the unit have a vote as well as nonmembers. In this way membership is controlled by the youth in their own units and not by those who are already Arrowmen.

It is important that the members of the unit have the membership requirements properly explained to them.

Registered active member. In Scouts BSA, Venturing, or Sea Scout units, every registered active member of the unit under age 21 at the time of election is eligible to vote.

A Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, a youth away at college who participates in some unit activities when home, such as a campout, camporee, or occasional unit meeting, should be considered a registered active member.

A youth who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure.

Elections outside the registered council. All elections must be conducted by the Order of the Arrow lodge of the council in which the unit is chartered. No unit may visit outside its own council and hold an OA election under the auspices of an OA lodge of another council.

Unit Election Procedures

1. The lodge will determine the time of the year unit elections will be held and should inform unit leaders of this by mail well in advance. Lodges are encouraged to complete all unit elections prior to their units going to summer camp. This ensures that the maximum number of unit members can be present to vote in the election. Elections may not occur in Cub Scout packs.
2. The lodge, through the unit elections committee, should work with the unit leader in establishing the actual time and place to conduct the election. The Order should be represented by a two- or three-member team from the lodge or chapter unit elections committee. All election team members must be trained and in proper uniform during the election.
3. Before the election, the OA team must secure from the unit leader verification that at least 50 percent of the registered active unit membership is present. If at least 50 percent is not present, an election cannot be held. The number of registered active members and the number present are entered in the spaces provided on the "Unit Election Report (in the Guide to Unit Elections). If the unit leader is an Arrowman, he may explain to the group the purpose of the Order of the Arrow and the basis upon which candidates should be selected, and describe the method of election. If the unit leader is not a member of the Order, a member of the OA team should make this presentation with the unit leader's consent, demonstrating that election leadership is a cooperative effort of the unit leader and the OA team.
4. The unit leader provides a list of all registered active members of the unit who meet all eligibility requirements, including attitude and participation. The names of these members are entered on the report form and the unit leader signs the certification.
5. The election team leader explains the following to the unit leader:
 - This is the current method of election approved by the national OA committee in use by the lodge.

- Only one election may be held per year.
 - All eligible youth who receive votes from at least 50 percent of those who turn in ballots are elected. If no one is elected a second vote may be held immediately, and the result of this vote will be final.
6. A voter may list on their ballot any combination of names, including all eligible candidates who he believes are worthy to become members of the Order of the Arrow
7. The OA team conducts the election using the “Unit Elections Ceremony” (in the Guide to Unit Elections). Stress the following points:
- Select the candidates who, in your opinion, have set the best examples of brotherhood, cheerfulness, and service.
 - Vote only for those 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; this will not affect the final result.
 - Youth eligible for election also vote, and they may vote for themselves if they feel they are worthy
8. When the voting is finished, the OA election team counts the number of ballots turned in, and enters the numbers on the unit election report.
9. The OA team determines the minimum number of votes one must receive to be elected, as follows: If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a youth must receive to be elected is entered on the report form.
10. The votes are counted in private by the election team and the unit leader to determine who has been elected. All votes count equally. If at least one has been elected, the election result is final. If no one is elected, the OA team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the OA and the election procedures, and for any questions. (No information about the votes received by candidates is to be revealed at any time.) The second ballot is then held immediately, and if the unit still elects no one, this is the final result for the year’s election. The OA team places a check mark next to the names of those who have been elected.

Announcement of results. As soon as the election is completed, the unit leader may or may not choose to announce to the entire unit the names of members who have been elected. Often, if the unit will be participating in a call-out, the announcement of results may be postponed until the call-out.

The names and addresses (plus additional information the lodge feels is necessary) are listed on the election report form. OA team members sign the form and mail it to the specified address immediately following the election.

Candidate status. Scouts and adults remain candidates until completion of the Ordeal and Ordeal ceremony. If this period of candidacy exceeds one year, the candidate's name will be dropped. To become candidates again, they must be elected/selected again. The executive committee of the lodge may extend the one-year limit if a candidate is ill or there are other unusual circumstances.

If a candidate permanently relocates to a new BSA council prior to completing the Ordeal, the candidate should immediately join a unit in the new council. A copy of the election report must be presented to the new unit leader to arrange induction in the new lodge. The candidacy period is not restarted or extended.

O---SHOT---CAW LODGE 265

ELECTIONS OVERVIEW

Things to do before the elections.

- a. Make arrangements with Unit Leader to conduct Elections. Schedule time, place and date. Follow up phone call before day of Unit Election.
- b. Recruit and Select members of Unit Election Teams.
- c. Train Members of Elections Team.
- d. Each Team should confirm date, time, and place with the Unit Leader (SM) and make arrangements for a TV/DVD/Computer/Laptop.

- e. Have ballots and Unit Elections Forms ready.
- f. When you arrive, one of the team will meet with the Unit leader and discuss the number of eligible Scout and total number of registered scouts.
- g. Make sure the pencils are sharp

During the Election:

- a. Review the Election Process
- b. Obtain Scoutmaster signature which indicates his approval of Scout eligible.
- c. Explain to the Scoutmaster that he should decide when the elected candidates should be notified. Through Tap out, in the troop on a Camp out, or at a District function.
- d. Explain to the Scoutmaster and the Troop Committee Chairman the process of the Adult recommendation.

Discuss common problems that may arise during the Election.

- a. Who can participate, what are the requirements
- b. Inappropriate comments by Candidates
- c. Inappropriate comments by Arrowmen
- d. Inappropriate comments by Adult Leaders
- e. Eligible Scout declines to stand for Election
- f. Eligible Scout was elected preceding year and had not gone through Ordeal
- g. Other problems

After the Elections:

- a. Complete and sign Unit Election Form. Be sure to get correct name spelling, phone and email address of the Scouts Elected.
- b. Provide Scoutmaster and Candidates, (if they have been notified) with copies of letters and information forms concerning up coming Ordeals and other such forms they may need to take with them to Ordeal
- c. Make sure that the Unit Leader and Committee Chair understands that the **Adult form has to be mailed to the Adult committee with in 15days of Youth Election.**
- d. **Go to www.elections265.com and enter elected boys information.** See the next page for details.
- e. The Unit Election Form must be returned to the Unit Election Chair. Either scan/email, or hand deliver to LEC.

HOW TO ENTER ELECTED YOUTH ON LINE

Go to www.elections265.com

Note black bar. There you have:

- Home: takes you back to the first page
- Election Video: Watch the OA Election Video. Also allows you to download the video to your computer.
- Essential Resources: Download site for the updated Candidate Letter
- Submit an Election: Link page for entering unit elections results...
To Submit an Election...
 - a. Click on the blue “here”. Note you will be asked for a user name and password. The user name is “elections” The password hint is “PorkchopPorkchop”... which should quickly remind you of the phrase, “GreasyGreasy”. That is the password. If you forgot the famous words, you can click on the help and type in “265” to get the password.
 - b. You are now on the O-Shot-Caw page. Enter user name and password then click on the red “Log in” button.
 - c. You are now on the Unit Elections page. The first 2 options are to be used. First click on the “Enter New Unit Election” link.
 - d. This is a 2 part process. You will now enter the Unit Election Team leader and his email. If there are any questions, we can then call the leader. Next select from drop down menu the chapter name. Next enter the unit number and dater of election. Enter any note you would like and then press the red “Save” button.
 - e. It may take a second between saves and screens. Be patient. You are now at the Unit Election Youth screen. Select the Election Date and unit number you just entered in the previous screen. Then enter the youth’s first name, next the youth’s last name, then the phone number, and VERY IMPORTANT, the email address. Click on Save.
 - f. Repeat for each youth elected. That’s it. Thank you for entering the results.

We need the election results imputed into www.elections265.com for the purpose of tracking and reminding the candidates of upcoming ordeals and so that the lodge can know how many adults are eligible to be considered to join the order from each troop each year. Thank you for your help.

O--SHOT--CAW ELECTION SCRIPT

Hello! My name is _____, and I am here this evening to do your Troop's Order of the Arrow election.

My team tonight is _____, _____, and _____.
_____ is the Chapter's _____ and _____ is _____.
I am the Unit Elections leader for My Chapter.

The Purpose of the Order of the Arrow is to:

1. Recognize those Campers- Scouts and Scouters- who best exemplify the Scout Oath and Law in their daily lives and by such recognition, cause other campers to conduct themselves in such manner as to warrant recognition.
2. To develop and maintain camping traditions and spirit.
3. To promote Scout camping, which reaches it's greatest effectiveness as part of the unit's camping program, both year-round and in the summer camp, as directed by the camping committee of the council.
4. To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

The purpose means that when you are electing one or more of your fellow Scouts into the OA, this is not a popularity contest. There may be Scouts who are more popular than others, but this is not how and why you chose someone to become a member. It is based on how you would feel about depending on them if you asked for help, or if you needed assistance. Would they help? Would you want to be on a canoe trip or a mountain hike with them, and could you depend on them to carry their load. Would they work cheerfully beside you? All of these things are important in the Brotherhood of Cheerful Service.

History of the Order of the Arrow

The Order of the Arrow was founded in 1915 by E. Urner Goodman and Carroll A. Edson, on Treasure Island, a 50 acre wooded island, which is in

the Delaware river between New Jersey and Philadelphia. The area was rich in Native American Indian Lore and History, so it was decided to base this Honor Society on the Delaware Indians.

We now will watch the film on the Order of the Arrow and then move to the Elections process.

Organization of the Lodge

The Lodge is named, O-Shot-Caw Lodge, and our number is 265. The lodge covers all of South Florida Council and each District in SFC has a Chapter and in _____ District our Chapter name is _____, which means _____. It is like the organization of the Troop and patrols. The Lodge is like a Troop and the Chapters are like Patrols. And as Patrols compete within Troops we too have Chapter competitions several times a year. Our chapter meets once a month on the _____ Monday of the month at _____.

We do lots of Events with in the Lodge:

- 1 Three Ordeals; Fall, Winter, and Summer.
2. Lodge Banquet: Awards dinner for the Lodge in March
3. Section Conference in April where all of the Lodges compete in our Section which is S4-S. This year it is to be held at Camp_____. Holy bucket, sand ski's, OA jeopardy, Marathons, TUG-O-WAR, and Dance and Drum/Sing Team Competition, Spirit, Kings Cup, Etc.
4. National Order of the Arrow Conference; Fun, Competition, Seminars, Dance, Drum, Leadership Games, Craft etc
5. Haunted Forest Joseph Anon Abbott Campership Fund.
6. Chapter events: Bowling, Fellowships, Food, Fun and learning.
7. Learning seminars: Like Sections Seminars, National Leadership Seminars and NOAC.
8. Service Projects (I.E. One Day our chapter delivers Thanksgiving to hundreds of shut in families in and around Fort Lauderdale)
9. Did I mention that we have fun!

Any Questions?

Ok, on with the Elections

ADULT ELECTION AND APPROVAL PROCEDURES

The following are the procedures for electing and approving adult candidates for entry into the Order of the Arrow.

After the youth election the Election Team should give to the scout leader copies of the Adult Election Form. An adult is anyone that has reached their 21st. birthday. Upon completion of election then the Troop Committee will hold an election of the eligible adult leader or leaders to apply for the Ordeal of the Arrow. The requirements for the adult candidate are the same as the youth as follows:

- Must be 21 years old or older.
- The ability to perform necessary functions to help the Order of the Arrow to fulfill its purpose, and not for recognition of service.
- Will be an asset to the Order
- Camping requirements is the same as the youth (15 days of camping, one being a long term camp within a two year period)
- Will provide a positive example for growth and development for the youth.

The number of eligible adults depends on the number of youth elected in a troop or a team. The ratio is one adult for every three youth elected rounded up. 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 unit leader (but not assistant leaders), as long as he or she has served as unit leader for at least the previous 12 months. Recommendations of the adult Crew and Post are not eligible.

A District may elect one member that has fulfilled the requirements once a year. After approval then the candidate is given the Election Form for completion. Once an adult is elected then that name is given to the chapter chief for presentation to the LEC.

After approval from the LEC then the Adult Form is submitted to the Adult Election Chairman.

All Election Forms for adults are to be sent to the Adult Election Chairman for approval by the elected adult. He will send the candidate a letter of acceptance or rejection. If a person is rejected they will be given a reason for the rejection, so they can correct the problem. The Adult Chairman will send the names to the youth Election Chairman before the ordeal. An adult cannot attend an ordeal without the approval of the Adult Election Team. No one can give this approval except for the Chairman or Lodge Adviser. This approval needs to be completed before the ordeal.

THE ADULT ELECTION FORM IS NOT TO BE MAILED OR GIVEN TO THE YOUTH ELECTION CHAIRMAN OR THE YOUTH ELECTION TEAM AT ANY TIME. THEY ARE TO GO TO THE ADULT ELECTION CHAIRMAN ONLY UNLESS ELECTED BY THE DISTRICT THEN THE ABOVE APPLIES.

An adult has one year to complete the ordeal. If he or she does not complete the ordeal in 12 months from the election then the process starts all over again and their name is dropped off of the eligible list.