

ELECTION TEAM PROCEDURES

Revised: 08/12/11

1. The OA election team should work with the unit leader in establishing the actual time and place to conduct the election. **All election appointments should be made before October 15, 2011.** Elections must be held between November 1, 2011 and January 31, 2012.
2. **EMAIL THE ELECTIONS ADVISOR AT OAElectionsAdviser237@gmail.com WITH THE DATE SCHEDULED FOR EACH UNIT.**
3. When you have contacted the scoutmasters to arrange a date, check your personal calendar, so that you do not create a conflict. As soon as you have scheduled a date, call your assistant and the OA adult accompanying you to the elections, so they can schedule their calendars. **All election appointments should be made during October 2011.** In large chapters you may need to use additional elections teams but the Chapter Chief is ultimately responsible for making sure the elections take place by a trained team.
4. When the election date is decided:
 - Make sure you have directions to the church, school or facility.
 - Confirm the exact time the Scoutmaster wants the elections to take place.
 - Remind the Scoutmaster that they need to mail the Adult Candidate Nomination form in the envelope that was provided by January 31, 2012.
 - **Ask him/her to go online to www.aal-pa-tah.org/ to fill out the eligible youth form online and email it to OAElectionsAdviser237@gmail.com in advance.**
 - Arrive at the election site on time. **BE PREPARED AND BRING EXTRA COPIES OF THE ELECTIONS FORMS** (Available on the website).
5. The OA election team will arrive at the election site in full class 'A' uniform and OA sash.
6. Elections must be conducted only by the appointed Order of the Arrow chapter election team, which includes 2 youth and an adult OA member. A Troop may **not** conduct their own election.
7. Before conducting the election, the OA team must secure from the unit leader verification that at least 50% of the registered active unit membership is present. If 50% is not present, an election cannot be held and must be re-scheduled.
8. If it has not been emailed to you prior to the election, the unit leader provides a list of all registered active youth who meet all eligibility requirements.
9. The OA election team will explain the purpose of the Order of the Arrow and the basis upon which candidates should be selected, and describe the method of election. The youth requirements are as follows :
 - Be under 21 years of age
 - Be a registered member of the troop.
 - At least hold the First Class rank
 - After registration with a Troop/Team, have experienced 15 days and nights of **Boy Scout** camping during the two-year period prior to the election. The 15 days and nights must include **one, but no more than one, long-term camp consisting of** six consecutive days **and** five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or term short-term camps.
 - Have the approval of the unit leader.
10. A voter may list on his ballot as many names of eligible scouts as he believes are worthy to become members of the Order of the Arrow. (This may be none, some, or all names).

11. The votes are counted in private by the OA election team and the unit leader to determine who has been elected.
12. The OA election 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 divide by **two**. Everyone who receives at least 50% of the votes becomes an OA candidate.
13. If at least one youth has been elected, the result is final. If no one is elected, the OA election team announces the results and states that the unit will be given the opportunity to vote again. Again, explain the purpose of the OA and the election procedures.
14. The second election is then held immediately, and if the unit still elects no one, this is the final result for this year's election.
15. It is at the discretion of the Scoutmaster how and when the results are announced. They can be announced that night, or at the next Court of Honor.
16. The OA election team will complete the Election Form provided. **Complete all open blocks. Print clearly and neatly.** Have the Scoutmaster and all OA election team members sign the form. If there were no eligible or elected youth, note this on line 1 (**NO ONE ELECTED** or **NO ONE ELIGIBLE**), and sign the form anyway. The **ORIGINAL** copy is to be mailed in the self-addressed, stamped envelope provided, no later than January 31, 2011. The Scoutmaster may request an email version from by emailing OAElectionsAdvisor237@gmail.com. **PLEASE MAKE SURE THE SCOUTMASTER HAS SIGNED THE FORM!!!**

17. A form must be submitted and turned in for every unit.

18. If no one is eligible for election in the unit, the unit may **not** nominate an adult. If there are eligible scouts, but no one is selected in the election, the unit may **not** nominate an adult.
19. If you or the unit leader have any questions or concerns regarding the election, please email the Elections Advisor at OAElectionsAdvisor@gmail.com