

ELECTION TEAM PROCEDURES

Revised: 12/04/08

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 January 15, 2009.** Elections must be held between January 2, 2009 and March 31, 2009.
2. 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 January 2009.**
3. 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 you will pickup, at the election meeting, the Adult Candidate Nomination form.
 - Ask him/her to review the election letter in order to prepare the eligible youth list, in advance.
 - Arrive at the election site on time. **BE PREPARED.**
4. The OA election team will arrive at the election site in full class 'A' uniform and OA sash.
5. 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.
6. 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.
7. The unit leader provides a list of all registered active youth who meet all eligibility requirements.
8. 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.
9. 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).
10. The votes are counted in private by the OA election team and the unit leader to determine who has been elected.
11. 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.

12. 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.
13. 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.
14. 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.
15. The OA election team will fill out 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 pink copy is for the Units records. Both the yellow and white copy is to be mailed to the Council Office, no later than March 31, 2009.
- 16. A form must be submitted and turned in for every unit. *******
17. 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.