

**Cahuilla Lodge #127**  
**Election Team Checklist**

**Before the Election**

- Contact the unit leader**  
Confirm the date, time, and location of the unit. If the leader refuses, please notify the Lodge Second-Vice Chief or the Lodge Adviser. If he accepts, tell the unit leader to be prepared with a list of those youth (under 21) that are eligible for membership. Review the requirements for eligibility with the unit leader. Give the leader the Candidate Election Report. Instruct the leader that it must be completed before you arrive. Also tell them that it is their decision whether or not the names of those elected are to be announced immediately after the election or at the camporee.
- Arrange for a TV/DVD player or Laptop**  
You will need some type of player for the video.
- Confirm that the team is available.**  
The team leader should check with team members to make sure that they can participate and have no conflicts.

**At The Election**

- Be in proper uniform**  
The team needs to set a good example of being in complete, correct Scout uniform with OA sash.
- Bring supplies**  
Bring paper and extra pencils for the unit members.
- Bring Unit Election packet and Camping Promotions packet**  
Without the proper forms, you will be unable to complete the election.
- Bring election ceremony script**
- Arrive 15 minutes before the scheduled election time**  
Give yourself enough time for the team leader and Adviser to talk to the unit leader about the adult nomination and the youth election procedure. Advise the unit leader that the adult nomination may be turned into the election team today or to the council office before March 31 and that it must be filled out completely to be considered.
- Determine who is eligible**  
With the unit leader, confirm who is eligible for election. Confirm that the unit leader has all necessary information for those youth (address, phone, etc...). Collect the Candidate Election Form and review it with the unit leader.
- Determine active membership and current attendance**  
The unit leader needs to verify that at least 50% of the registered active unit membership is present. The number of registered active youth (under 21) is entered onto the Youth Candidate Election Report. No proxy voting is allowed. It is up to the unit leader to determine who is active.
- Assign duties**  
Include the OA Representative and decide who will do which job.
- Determine if results are to be announced**  
Confirm with the unit leader if the results will be announced immediately after the election.

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- Conduct the election**  
Use the unit election video and the ceremonial text to conduct the election. The votes are taken by written secret ballot.
- Count the ballots**  
After voting is complete, the election team leader, adviser and unit leader count the ballots at least twice.
- Conduct Camping Promotions presentation**  
While the ballots are being counted, the rest of the team should conduct the Camping Promotions presentation.
- If no one is elected**  
Inform the unit, answer any additional questions, and conduct the election one more time. If no one is elected on the second vote, the result is final. That unit will not elect any youth or adult candidates that year.
- Complete the Youth Candidate Report**  
Confirm ALL sections are filled out completely and appropriately.
- Announce the results**  
Only announce if the unit leader wishes to reveal the results immediately.
- Thank the unit**  
Thank the unit leader and the OA Rep for the work they did. Thank the unit for their time.

**After the Election**

- Enter results into Lodge Master**  
Have the chapter adviser or youth responsible for Lodge Master enter the election results.
- Turn in forms**  
Turn the Youth Candidate Election form and Adult Recommendation form to the Lodge. These must be the originals in order to keep the data correct. Turn a copy in to the chapter second-vice.
- Recruit unit election volunteers**  
Ask OA members discovered during unit elections to assist in future elections and invite them to participate at the Chapter if they are not already active.
- Pass out Chapter information**  
Hand out the Chapter location and information form and the Lodge dues membership form to any OA members discovered during the unit elections.
- Reschedule a missed election**  
If the unit had to be rescheduled, postponed or could not be conducted because 50% of the active members of the unit were not present, reschedule with the unit leader as soon as possible. Notify the Chapter Adviser of any rescheduled elections.