

2013

# Unit Elections Packet

Cahuilla Lodge # 127, Order of the Arrow, Boy Scouts of America



**Cahuilla Lodge #127**  
**Guide to the Unit Elections Packet**

**Election Team Checklist**

Used for the teams to confirm that everything was accomplished that needed to be. Please use this at each unit election.

**Youth Candidate Election Report**

Before the election, have the Unit Leader fill out the Youth Candidate information COMPLETELY. This includes the Unit Leader Certification after the list of names. The Election Team is responsible for filling in the election results. The Youth Member conducting the election then verifies and signs the form and the OA Troop/Team Representative signs if not the youth conducting the election. A copy should be made and given to the adviser or youth to enter into Lodge Master and the original given to the Lodge. If the Unit Leader requests a copy, then another should be provided.

**Adult Candidate Recommendation**

During the election, have the Unit Leader fill out the Adult Candidate information COMPLETELY. There should be no blanks when it is turned in. Notify the Unit Leader that if the form is not filled out completely, the recommendation may not be considered. A copy should be made and given to the adviser or youth to enter into Lodge Master and the original given to the Lodge. If the Unit Leader requests a copy, then another should be provided.

**Special Note** The requirements for adult selection have been updated as follows:

Each year, upon holding a troop or team election for youth candidates that result in at least one youth candidate being elected, the unit committee may nominate registered unit adults (age 21 or over) to the lodge adult selection committee. The number of adults nominated can be no more than one-third of the number of youth candidates elected, rounded up when 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 selection committee, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided all conditions are fulfilled.

**Unit Election Ceremony**

Ceremony to be performed by the Election Team if no other format has been designed and agreed upon. Included is a callout ceremony if the Unit Leader requests that notification be given that night.

**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.

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

- 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.

**Cahuilla Lodge #127**  
**Youth Candidate Election Report**

Troop / Team \_\_\_\_\_

District \_\_\_\_\_

Chapter \_\_\_\_\_

This form must be completed before the election starts. The youth must meet all of the following requirements:

- Be under 21 years of age (Disabled scouts who are classified as youth members may vote and be elected as long as all other qualifications are met)
- Be an active, registered member of the Boy Scouts of America
- Hold the rank of First Class, as a minimum
- Within 2 years prior to the election, have experienced 15 days and nights of camping under the auspices and standards of the Boy Scouts of America, including 6 consecutive days and 5 nights of long term camping, with the remaining days and nights to be overnight, weekend, or other short term camps
- Be approved by the Unit Leader

(Fill in all shaded boxes completely, sign and return to the election team)

Name	Address	Phone	Email	Birth Date	Rank	elect

I am familiar with the membership requirements listed above for the Order of the Arrow. I certify that the above youth have met those requirements and approved them as nominee(s) for election into Cahuilla Lodge #127. It is understood that this is the only Order of the Arrow election for this unit that will be conducted this year and that the results, once certified, will be considered final.

Unit Leader Name \_\_\_\_\_

Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

Date \_\_\_\_\_

Do not write below line

<b><u>Election Results</u></b>	<b><u>Ballot 1</u></b>	<b><u>Ballot 2</u></b>
Number of registered active youth	_____	_____
Number of youth eligible for election	_____	_____
Number of ballots submitted	_____	_____
Number of votes required for election	_____	_____
Number of youth elected	_____	_____

Election Team Leader Name \_\_\_\_\_

Troop / Team Representative \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

**Adult Candidate Recommendation**

Troop / Team \_\_\_\_\_ District \_\_\_\_\_ Chapter \_\_\_\_\_

Name	Address	Phone Number	E-mail	Birth Date

*(Please PRINT CLEARLY – Give full name; include City and Zip Code in address)*

Completed forms are due to the 2nd Vice Chiefs Adviser by the end of March at the Lodge Executive Committee. Please use a separate sheet for each candidate.

**Certification of Eligibility & Record of Scouting Background**

- Selection of an adult is based on his/her ability to be a positive role model. Nomination should not be made for recognition of service or achievement. This adult will be an asset to the Order of the Arrow, due to the following demonstrated skills and abilities, which fulfill the purpose of the Order: \_\_\_\_\_

\_\_\_\_\_

- Within the past two years, this candidate has camped a minimum of 15 days and nights, including 6 consecutive days and 5 nights of long term camping and the remainder weekend, overnight, and other short-term camping, under the auspices and standards of the Boy Scouts of America. This requirement was met as follows: \_\_\_\_\_

\_\_\_\_\_

Years registered as an adult: \_\_\_\_\_ Current Position: \_\_\_\_\_ Scouter's Key? \_\_\_\_\_ Wood Badge? \_\_\_\_\_ Scout as youth? \_\_\_\_\_ Rank: \_\_\_\_\_

Scouting Experience \_\_\_\_\_

Vocation: \_\_\_\_\_ Community/Religious/Other Service: \_\_\_\_\_

**A unit that has elected at least one youth may select one registered adult for every three youth elected, rounded up.**

**A unit may also select the Unit Leader (not assistants) as long as he or she has served for the previous 12 months. All adult candidates must meet the requirements listed.**

<b><u>Recommendation from Unit</u></b>		<b><u>Recommendation from District/Council</u></b>	
Date _____		<b>(Check One)</b> Date _____	
<b>Unit Leader:</b> (or Assistant if the Unit Leader is the candidate being recommended)	Print Name _____ Signature _____ Phone _____	Council President _____ District Chairman _____ Council Professional Staff _____ Lodge Adviser _____	Print Name _____ Signature _____ Phone _____
<b>Committee Chairman:</b> (or delegate if the Chairman is the candidate being recommended)	Print Name _____ Signature _____ Phone _____		
<b><u>Lodge Adult Selection Committee Approval:</u></b>		Lodge Adviser _____	Camping Chairman _____
		Staff Adviser _____	Scout Executive _____

# UNIT ELECTION CEREMONY

## ORDER OF THE ARROW

### **Scout 1:**

Fellow Boy Scouts, the Order of the Arrow is Scouting's National Honor Society. Its purpose is to recognize and honor those campers who best live up to the Scout Oath and Scout Law in their daily lives and to guide them in expanding the service that has made them outstanding. The Order promotes Scout camping and maintains camping traditions and spirit. It emphasizes that the good Scout camper is not only skilled in Scout craft, but also true to the ideals of Scouting and its tradition of the daily Good Turn.

The only way that a Scout can become a member of the Order of the Arrow is to be elected for this honor by the members of his troop. To be eligible for election, a youth must fulfill the camping requirement and hold the First Class rank. In addition, your unit leaders must certify his Scouting Spirit, his adherence to the Scout Oath and Law, and his participation in troop activities.

After being elected, the Scout must undergo the Ordeal, which is a series of tests of his sincere dedication to the high ideals of Scouting and the Order. If he is faithful in performing the test, he takes a solemn pledge of service and is admitted into the Order. A period of self-improvement and service then follows.

### **Scout 2:**

This patch, this arrow ribbon, and this distinctive sash identify the Order of the Arrow member. They are symbols of service. Our lodge has its own activities and projects, but our program does not replace the member's responsibility to his troop. Indeed, each Arrowman is expected to give richer service to his own troop in return for the honor his unit extended to him.

Indian lore is an attractive sideline in our Order. Indian dances and ceremonies add color to our program of service, and members often make Indian lore their hobby. However, one does not need Indian attire or skill in Indian lore to become a valuable member of the Order of the Arrow.

Scouts, you will elect representatives to our Brotherhood of Cheerful Service, and we are here to assist you in the election. All registered active members of this troop, except those 21 or older are entitled to vote.

**Scout 1:**

All those who receive votes from at least half of those who turn in ballots are elected. The number you elect will depend on how your votes agree with other members' votes. Remember that an Order of the Arrow election is not a popularity contest! Don't vote for a Scout just because he is your friend or just because he is a good athlete or because he is older than the rest. What really counts is his loyalty to the Scout Oath.

Campaigning in an Order of the Arrow elections is not permitted. You are expected to think for yourself. Do not let others influence your decision. The election is by secret ballot and no discussion will be permitted, so no one will know for whom you are voting. This important decision about your fellow Scouts is entirely up to you.

Before we announce the name of those eligible and begin the election, are there any questions?  
*(Answer any questions about the nature and purposes of the Order of the Arrow and the election procedures.)*

**Scout 2:**

The following members of this troop have met the camping and advancement requirements and are eligible for election, as certified by your Unit Leader. Will you stand and form a line over here (*point*) as your names are called?

*(Point out a place to line up while 'Scout 3' reads the list slowly. 'Scout 2 will arrange the candidates in a line facing the voters at the place indicated; 'Scout 4 will write each name on the chalkboard or flipchart, as they are called.)*

**Scout 3:** (*Read names*)

**Scout 2:**

Scouts, you should now answer each of the following questions to yourself. Your answers will help you make the right selections.

**Scout 4:**

Who in this group are friends to all and a brother to every other Scout? Who is pleasant and easy to get along with? Are they kind and helpful? In all, if you were a Tenderfoot, would you like to hike and camp with him?

**Scout 3:**

Who is cheerful, even when he has many tiresome jobs to do? Who smiles whenever he can? Who obeys promptly and cheerfully? Does he control his temper? If you were at camp with him for several weeks, do you think you would enjoy it?



**Scout 2:**

Who is always ready to give unselfish and wholehearted service to others? Who in serving others can forget his own desires and interests? Who has served your troop all year round, faithfully attending your meetings and helping with your service projects? Do you think he will continue his service in the future? If you were his patrol leader, could you depend on him?

**Scout 4:**

In all , ask yourselves: Who in this group, by living up to the Scout Oath, serves your fellow Scouts with such an example of brotherhood and cheerfulness that you look up to him with deep respect and admiration?

**Scout 3:**

Scouts, on the ballot you will be given, write the first and last names of all 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 troop. If you feel that no one is worthy, turn in an unused ballot. If you are new in the troop and do not know the candidates well enough to vote wisely, you may abstain by not turning in a ballot at all, and this will not affect the final result. If you vote for fewer than the maximum number allowed, you will in effect be casting a vote against all others listed. Those eligible for election also vote, and they may vote for themselves if they feel they are worthy. Do not write down any name other than the candidates that have been announced.

The names of those eligible are listed here (*point*). When you are finished, fold the ballot only once and give the pencil and ballot to any of us.

*(Distribute election ballots and pencils)*

*(Collect ballots and pencils. Count the votes in private with the Unit Leader)*

## **CALLOUT CEREMONY:**

*(Form troop into a large circle, facing inward. 'Scout 2' steps inside the circle and walks slowly in front of the scouts around the circle at least twice with his arms folded. 'Scout 1' will identify new candidates by holding sash above individuals. Upon reaching new candidate, 'Scout 2' will stop in front of him, pause and look into their eyes, and then place both of his hands upon the candidates shoulders and pull them into the circle.)*

*(When all new candidates are in the middle of the circle, all OA MEMBERS move into the circle with them.)*

### **Unit Leader:**

The following scouts have been elected to the Order of the Arrow.

*(Read their names, slowly)*

*(The following paragraphs are then presented as a charge to the candidates and present Order Members.)*

### **Scout 2:**

That you, my fellow campers have been chosen by your companions to become members of the Order, reflect great credit upon you, and I congratulate you upon your election. You have impressed upon those who have lived closest to you the sincerity of your purpose to live in accordance with the high ideals of the Scout Oath and Law. The judgment of your fellows could hardly have been mistaken.

### **Unit Leader:**

In a short time, you will take upon yourselves another solemn obligation to be unselfish in service and devotion to the welfare of others. Your fellow Scouts elected you because they felt that you would continue your service. Do not let them down.

### **Scout 1:**

My brothers in the Order, you have proved during the past year that the traditions of our Brotherhood are not a collection of meaningless words. As we welcome these new candidates on our journey, let us be mindful of our obligation to help and guide them during the trials that lie ahead.

### **Unit Leader:**

This concludes the election. Thank you for your cooperation. Good camping and good night.