



Election Packet

OA Unit Election Team Packet



This packet is designed to provide resources to Support Units in Unit Elections. It is not intended to substitute for a Coosa Lodge Election Team, but rather to assist the Scoutmaster, Committee, and Election Team. **The unit may not conduct an OA Election without a Chapter Election Team or authorization from the Coosa Lodge Vice-Chief of Inductions.**

This packet contains the following items:

- Election Team Worksheet
- Team Checklist and Procedures
- Eligibility Requirements
- Post-Election Results Form
- Election Team Script
- Adult Nomination Form

Combining all of the information in one place makes it easy for an election team to know it has everything it needs to conduct an election.

Points of Contact:

Coosa Lodge Chief:	Alex East	chief@coosa50.org	256-283-6655
Vice-Chief for Administration:	Colin Giles	administration@coosa50.org	256-702-4221
Vice-Chief for Inductions:	Alex McDowell	inductions@coosa50.org	256-766-9837
Lodge Adviser:	Jim Colson	adviser@coosa50.org	256- 851-0115
Lodge Staff Adviser:	Joey Kiker	staffadviser@coosa50.org	205-568-1308
Associate Adviser for Administration:	Dan Belk	dan@coosa50.org	256-880-6202
Associate Adviser for Inductions:	Devan Beitel	devan@coosa50.org	334-492-0373



Usual Process Within Unit OA Unit Election Team Packet



1. Decide to Conduct OA Election

“In January of each year, Chapter Election Teams will start contacting each Scoutmaster in their Districts to set up elections. If your troop has not been contacted each year by April 1st, you should contact your local Chapter Adviser to set up an election.”
Coosa Website FAQ

“The lodge will determine the time of the year unit elections will be held and should inform troop and team leaders of this by mail well in advance. Lodges are encouraged to complete all unit elections prior to their troops/teams going to summer camp.” *Guide for Officers and Advisers*

2. Download this Election Packet (available in the Forms area of <http://coosa50.org/>)
3. Request an Election via Coosa Website (<http://coosa50.org/>)

“The lodge, through the unit elections committee, should work with the troop/team 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.” *Guide for Officers and Advisers*

4. Assist the Chapter Election Team in the election.
5. Report election results to the Lodge. This can be done several ways:
 - a. Complete a Post-Election Results Form (included below)
 - b. Record the results online at Coosa50.org website
 - c. Return the Election Results spreadsheet to Elections@coosa50.org
6. After the Lodge has received the election results and all data requirements are satisfied, an election report will be emailed to the Scoutmaster or Coach.
7. Scoutmasters should retain a list of elected Scouts to give to the summer Camp Chiefs at Camp Comer or Camp Sequoyah, or OA team at the Spring Camporee.



Election Team Checklist and Procedures



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Things to do before the election:

1. Call the Scoutmaster and confirm that you will be coming and answer any questions. Tell the SM that they need at least half of the troop there. Also, ask him or her to tell members that they can wear their sash during the election.
2. Print or get all necessary forms, sheets, etc.
3. Call your team and remind them of the election date
4. Get directions beforehand and arrive ON TIME or early if possible.

Things to do during an election:

1. Talk to Scoutmaster and get a list of scouts eligible (show him the eligibility requirements). You should mention the list during the call before the election.
2. Make sure that enough scouts are present to perform an election (ask the SM for the total number of scouts, then count those who are there – use the worksheet).
3. Introduce yourself and your team to the scouts and talk to them about the OA and the Lodge – Give ‘the speech.’
4. Tell the scouts about the election procedure. Emphasize that they can vote for any amount of eligible scouts that they want and that all, none or some of them can be elected.
5. Perform the election (secret ballot) and count the votes. If necessary, the troop can revote.
6. Consult the SM regarding when and how he/she wants the results announced.
7. Get the Names, Addresses, Phone Numbers, and Email addresses of all the elected candidates. Make sure they write clearly – having them write in all capital letters is a good solution. If you are under a time constraint, minimum is complete names (first, middle, last, and nickname*) and email addresses. Also make sure you have the SM’s email address. Some of the email addresses will likely be illegible or incorrect.
8. Secure BSA IDs for all elected Scouts.
9. If the Troop Committee wishes to nominate one or more adults, have the Unit Committee Chairperson complete the nomination form(s) for adults and mail to the Coosa Lodge Staff Advisor (address is on the form). **The election team should not accept adult nomination forms.**
10. **If time allows, and the Scoutmaster is agreeable, promote our GAC camps.**

Things to do after the election if time permits and the SM allows:

1. Meet with all current members of the Lodge and try and get them interested.
2. Pass out forms and flyers for upcoming events.
3. This is the “less serious” portion of the election, *have some fun* or at least let them have fun

* Coosa is large enough that we have Arrowmen with the same first and last name, or nickname and last name. To prevent errors in awards, event attendance, and dues payment we need full names (and any nickname) for Coosa members.



Eligibility Requirements & Election Procedures OA Unit Election Team Packet



The Order of the Arrow is Scouting's National Honor Society, and exists to promote camping and the spirit of cheerful service throughout the Scouting Community. Each year, Scout Troops may elect some of their members into this Order. Both youth and adult leaders can become Order of the Arrow members.

Youth Eligibility Requirements:

1. Must be a registered member of the Greater Alabama Council, Boy Scouts of America; and
2. Must be under 21 years of age at time of election (this includes Assistant Scoutmasters aged 18-20); and
3. Hold at least first class rank in the Boy Scouts of America; and
4. Have experienced 15 days and nights of camping under the auspices of the Boy Scouts of America, after joining a troop, and within the past two years. 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 other short-term camps; and
5. Have the endorsement of Scoutmaster BEFORE the election is held.

In order to prepare for the election, please have a list of all youth in your troop who meet the above eligibility requirements, including rank, addresses, and phone numbers. The Pre-Election Eligibility Form in this packet may be used for that purpose. At least half (50%) of your registered, active membership must be present in order to conduct a valid election. All youth members and leaders (under 21 years) are eligible to vote in the election.

Adult Eligibility Requirements:

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 nominate adults 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 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 twelve months. Recommendations of the adult selection committee, which consists of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser, 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:

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

All adult nominations must be submitted to the GAC OA Staff Adviser (address is on the Adult Nomination Form) no later than May 15, 2015.

Note: Your Unit Chairman's endorsement of an adult for OA membership does NOT ensure approval by the selection committee.



OA Election Team – Troop Presentation Script



OA Unit Election Team Packet

What is the OA? (Ask if anyone knows)

It is the Boy Scouts of America's national honor society for experienced campers, based on American Indian traditions, and dedicated to the ideal of cheerful service.

How to Recognize OA Members (Can be asked as a question, "How do we...")

- *Sash - Arrowmen are identified by a white sash bearing a red arrow that is worn over their right shoulder.*
- *Pocket Flap - Arrowmen indicate lodge affiliation by wearing a patch on the right pocket flap of the uniform, known as a Lodge Flap. All Lodges have different Lodge Flaps to distinguish one lodge from another.*

Purpose of the Order of the Arrow

As Scouting's National Honor Society, our purpose is to:

- *Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.*
- *Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.*
- *Develop leaders with the willingness, character, spirit and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.*
- *To crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others*

Mission of the Lodge

The mission of the lodge is to achieve the purpose of the Order of the Arrow as an integral part of the Boy Scouts of America in the council through positive youth leadership under the guidance of selected capable adults.

Youth Eligibility Requirements

1. *Must be a registered member of the Greater Alabama Council, BSA.*
2. *Must be under 21 years of age at time of election (this includes Assistant Scoutmasters aged 18-20)*
3. *Must hold at least first class rank in the Boy Scouts of America*
4. *Have experienced 15 days and nights of camping with the Boy Scouts of America, after joining a troop, within the past two years. 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 BSA. The balance of the camping must be overnight, weekend, or other short-term camps.*
5. *Must have endorsement of Scoutmaster BEFORE the election is held.*

Adult Eligibility Requirements

- *Must be a registered member of the Greater Alabama Council, BSA.*
- *Must be at least 21 years of age at time of nomination*
- *Same camping requirement as youth.*
- *Must be nominated by Troop committee.*

Eligible Scouts

Read the list provided by Scoutmaster and pass out the paper ballots.

Questions to Ask

- *Who in this group is a friend to all and a brother to every other Scout?*
- *Who is pleasant and easy to get along with? Is he kind and helpful?*

- *Who is cheerful, even when he has many tiresome jobs to do?*
- *Who smiles whenever he can?*
- *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 unit all year round, faithfully attending your meetings and helping with your service projects? Do you think he will continue his service in the future?*

Instructions to the Scouts

- *You can (and should) vote for yourself. (If you feel like there is a reason you are not able to vote for yourself, you should voluntarily remove yourself from the election.)*
- *You can vote for any number of candidates that you see fit.*
- *You can vote for more than one.*
- *You can write "all."*
- *You can write "none," if you decide no one is fit. ("None" votes and blank ballots count in the calculation of 50% needed to elect a Scout)*
- *You can take the ballot and put it into your pocket if you don't feel like you can make a decision. In this case your vote is not used to calculate the 50%.*

Ballots should be collected and counted in private by the Chapter Election Team, the unit OA Representative, and/or the unit leader.

Results

- *Do not reveal the actual number of votes any candidates received.*
 - *Give results to the Scoutmaster*
 - *Ask if he/she wants results reported*
 - *At this meeting (most popular option)*
 - *Wait for unit's next Court Of Honor*
 - *Wait for a Call-out ceremony**
 - *Explain how long until next Ordeal/when letters will be mailed to help determine which reporting choice is preferred.*
 - *Give the Scoutmaster the opportunity to report the results, or*
 - *Report the results yourself, as he/she desires.*
 - *Report the Election Results to the Coosa Lodge Vice Chief of Administration:*
 - *Preferred method is via email directly to Elections@coosa50.org*
 - *Alternately, results may be input on the Coosa Lodge website Jotform reporting tool*
 - *Finally, the Post-Election Reports Form may be mailed to GAC via the address on the form*
- In both cases, a copy of the Post-Election Results Form should be retained and brought to Camp or Camporee to verify candidacy*

If there is sufficient time, a Candidate letter and/or email will be sent from Coosa Lodge

Call-outs occur each week of GAC Camp, and during certain GAC Camporees. If a unit desires a callout during a camporee, please contact your OA Chapter Advisor and/or Chapter Chief to make certain that a callout will be available. When a candidate is attending an out-of-council camp, callouts can SOMETIMES be coordinated if it is acceptable with Lodge Chiefs from both councils, but this must be **arranged in advance with both lodges.*



Adult Candidate Nomination Form Coosa Lodge 50 WVV



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 nominate adults 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 where the number of youth candidates is not a multiple of three. Answers to the following questions will be the basis for candidate selection, and must be answered to be considered.

Selection and induction of an adult Scouter into the Order of the Arrow should take place only when the adult's job in Scouting will make Order of the Arrow membership more meaningful in the lives of the youth membership. It must not be for the purpose of adult recognition.

District: _____ Unit: _____ Current Position: _____

Name: _____ DOB: _____ Phone: _____

Email: _____ BSA ID: _____

Address: _____

Scouting Positions Held: _____

Scout as a youth? _____ Rank: _____ How long registered as Adult: _____

This individual's abilities include:

This adult has demonstrated these abilities (when and where):

The camping requirements that apply for youth candidates also apply to adult candidates, and must have been fulfilled within the most recent two years prior to recommendation for membership. This requirement, which is a minimum of 15 days and nights of camping must include 6 days and 5 nights of resident camping approved by the BSA, was fulfilled as follows:

This adult leader's membership will provide a positive role model for the growth and development of the youth members of the Coosa Lodge because:

Unit Recommendation: _____ **Date** _____

Unit Committee Chairman: _____

*Mail nomination form by May 15th to:
Coosa Lodge Staff Adviser
Greater Alabama Council, BSA
P.O. Box 43307
Birmingham, AL 35243*