

# Scoutmaster's Guide to Order of the Arrow Unit Elections

This guide contains both the information below to help Scoutmasters prepare for their unit elections and the following forms:

- Unit Elections Form
- Adult Nomination Form

To become a member of the Order of the Arrow, a Boy Scout or Varsity Scout is chosen by vote of the registered members under the age of 21 in his unit. This is a unique feature of the Order since the majority of those who select their candidates for this honor are not members of the chapter or lodge. However, chapter or lodge members in the unit have a vote as well as nonmembers. In this way membership is controlled by the youths in their own units and not by those who are already Arrowmen.

It is important that the members of the unit have the membership requirements properly explained to them.

**Registered active member.** In Boy Scout troops and Varsity Scout teams, every registered active member of the unit under age 21 at the time of election is eligible to vote. A Boy Scout or Varsity Scout who carries a current national membership card and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, a youth away at college who participates in some unit activities when home, such as a campout, camporee, or occasional unit meeting, should be considered a registered active member. A youth who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure.

## Induction: Election to Ordeal

The Order should be represented by a two- or three-member team from the chapter or lodge unit elections committee. All election team members must be trained and in proper uniform during the election.

Before the election, the OA team must secure from the unit leader verification that at least 50 percent of the registered active unit membership is present. If at least 50 percent is not present, an election cannot be held. The number of registered active members and the number present are entered in the spaces provided on the unit election report form, a copy of which is attached.

If the unit leader is an Arrowman, he may explain to the unit the purpose of the Order of the Arrow and the basis upon which candidates should be selected, and describe the method of election. If the unit leader is not a member of the Order, a member of the OA team should make this presentation with the unit leader's consent, demonstrating that election leadership is a cooperative effort of the unit leader and the OA team.

The unit leader provides a list of all registered active members of the unit, who meet all eligibility requirements, including attitude and participation. The names of these members are entered on the report form and the unit leader signs the certification. Troop software management programs like Troopmaster provide printed report forms, this are acceptable. If the report form must be handwritten, it must be legible so that other people than the person who filled out the form will be able to read the information entered in the form.

The election team leader explains the following to the unit leader:

- This is the current method of election approved by the national OA committee in use by the Quanasita Chapter and Jaccos Towne Lodge.
- All eligible youths who receive votes from at least 50 percent of those who turn in ballots are elected. If no one is elected a second vote may be held immediately, and the result of this vote second will be final.
- A voter may list on his ballot any combination of names, including all eligible candidates who he believes are worthy to become members of the Order of the Arrow.

- The OA team conducts the election and stresses the following points:
  - Select the 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 or team.
  - If you feel that no one is worthy, turn in a blank ballot.
  - If you are new in the unit and do not know the candidates well enough to vote wisely, you may abstain by not turning in a ballot at all; this will not affect the final result.
  - Youths eligible for election also vote, and they may vote for themselves if they feel they are worthy.
  - When the voting is finished, the OA election team, with the scoutmaster or his/her designee counts the number of ballots turned in, and enters the numbers on the unit election report.
  - The OA 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 then divide by two. The number of votes a youth must receive to be elected is entered on the report form.
  - The votes are counted in private by the election team and the unit leader to determine who has been elected. All votes count equally. If at least one has been elected, the election result is final. If no one is elected, the OA team announces this fact and states that the unit will now be given the opportunity to vote again. Time is allowed for further explanation of the purpose of the Order and the election procedures, and for any questions. (No information about the votes received by candidates is to be revealed at any time.) The second ballot is then held immediately, and if the unit still elects no one, this is the final result for the year's election. The OA team places a check mark next to the names of those who have been elected.

**Adult Nominations.** Each year, upon holding a troop or team election for youth candidates which results in at least one youth candidate being elected, the unit committee may recommend one adult to the lodge adult selection committee. Units having more than 50 registered active youth members may nominate an additional adult for every 50 registered active youth, or fraction thereof. The following conditions are the basis for candidate selection and MUST be fulfilled to be considered:

- Selection of the adult is based upon 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 position. The individual's abilities include:
  - This adult will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
  - The camping requirements that apply for youth candidates apply to adult candidates and must have been fulfilled within the most recent two years prior to recommendation for membership. The requirement, which is a minimum of fifteen days and nights of camping, which must include six days and five nights of resident camping approved and under the auspices and standards of the Boy Scouts of America.
  - This adult leader's membership will provide a positive role model for the growth and development of the youth members of the lodge because:

**Announcement of results.** As soon as the election is completed, the unit leader may or may not choose to announce to the entire unit the names of members who have been elected. The names and contact information including phone numbers, email address and BSA ID number are listed on the election report form. OA team members sign the form and turn it in to the chapter elections chair.

**Call-outs.** Newly elected candidates, youth and adult, will be called out at the Del-Mi Spring Camporee.

**Candidate status.** Boy Scouts, Varsity Scouts, or adults remain candidates until completion of the Ordeal and Ordeal ceremony. If this period of candidacy exceeds one year, the candidate's name will be dropped. To become candidates again, they must be elected/selected again. The executive committee of the lodge may extend the one-year limit if a candidate is ill or there are other unusual circumstances.

If a candidate permanently relocates to a new Boy Scout council prior to completing the Ordeal, the candidate should immediately join a troop or team in the new council. A copy of the election report must be presented to the new unit leader to arrange induction in the new lodge. The candidacy period is not restarted or extended.

**Ordeals.** Candidates for membership in the Order must complete the Ordeal and must be inducted into the Order by the Chapter or lodge that serves the council in which the unit is chartered. Out-of-council Ordeals are not permitted except when religious custom and observance precludes attendance at the Ordeals of a Scout's home lodge (e.g., Sabbath-observant Jewish Scouts). In this special case, the region Order of the Arrow chairman may be petitioned for an exception to permit the Scout to be inducted by another lodge.

**ORDER OF THE ARROW UNIT ELECTION REPORT JACCOS TOWNE LODGE**  
**Boy Scouts of America Crossroads of America Council 160**

Revised 10/08

OA Chapter \_\_\_\_\_ District \_\_\_\_\_ Unit \_\_\_\_\_

Date of Election \_\_\_\_\_ No. Registered Youth \_\_\_\_\_ No. Youth Present \_\_\_\_\_

At least half of the registered active unit members must be present to hold an election.  
**PLEASE PRINT CLEARLY: Fill in names, rank, for all eligible boys before election.**  
**Fill in birthdate, address (including zip) and phone for those elected.**

Name	Birthdate	Check if Elected	Street Address, City and Zip Code	(Area Code)
	Rank			Phone
			Street	( )
			City Zip	
			Street	( )
			City Zip	
			Street	( )
			City Zip	
			Street	( )
			City Zip	
			Street	( )
			City Zip	
			Street	( )
			City Zip	
			Street	( )
			City Zip	
			Street	( )
			City Zip	

**I certify that the above youth members are eligible and approve them as nominees for election.**

**Unit Leader:**

Printed Name \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

Number of members eligible \_\_\_\_\_ Election Team Members' Signatures: \_\_\_\_\_

Number of ballots turned in \_\_\_\_\_

Number of votes required to be elected \_\_\_\_\_

Number elected \_\_\_\_\_

**Distribution: White - Lodge Election Chair, Yellow - Chapter Election Chair, Pink – Unit Committee**

( ) Camp Promotion Completed

**ORDER OF THE ARROW JACCOS TOWNE LODGE NO. 160 BOY SCOUTS OF AMERICA**  
**UNIT ADULT CANDIDATE RECOMMENDATION**

[Age 21 and over]

*Selection and induction into the Order of an adult Scouter should take place only when the adult's job in Boy 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.*

Circle One:                      **TROOP**    **TEAM**

Unit Number: \_\_\_\_\_ District: \_\_\_\_\_ Nominee's Position: \_\_\_\_\_

Nominee's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
Last, First, Middle (Print Full Name)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Phone [B] (\_\_\_\_) \_\_\_\_\_ [H] (\_\_\_\_) \_\_\_\_\_  
Month-Day-Year

Wood Badge \_\_\_\_\_ Scouter Key \_\_\_\_\_ How long registered as Adult \_\_\_\_\_ Scouting Positions Held \_\_\_\_\_

Scout as a Youth \_\_\_\_\_ Rank \_\_\_\_\_ Community Activities \_\_\_\_\_

Church Activities \_\_\_\_\_ Vocation \_\_\_\_\_

Special Interests \_\_\_\_\_

Each year, upon holding a troop or team election for youth candidates which results in at least one youth candidate being elected, the unit committee may recommend one adult to the lodge adult selection committee. The following conditions are the basis for candidate selection and MUST be fulfilled to be considered. Make a brief statement regarding the individual for each item.

1. Selection of the adult is based upon ability to perform the necessary functions and not for recognition of service, including current or prior achievement and position. The individual's abilities include:  
 \_\_\_\_\_
2. This adult will be an asset to the Order due to demonstrated skills and abilities, which fulfill the purpose of the Order, in the following manner:  
 \_\_\_\_\_  
 \_\_\_\_\_
3. The camping requirements that apply for youth candidates apply to adult candidates and must have been fulfilled within the most recent two years prior to recommendation for membership. The requirement, which is a minimum of fifteen days and nights of camping, which must include six days and five nights of resident camping approved and under the auspices and standards of the Boy Scouts of America, was fulfilled as follows:  
 \_\_\_\_\_  
 \_\_\_\_\_
4. This adult leader's membership will provide a positive role model for the growth and development of the youth members of the lodge because:  
 \_\_\_\_\_

**UNIT RECOMMENDATION**

The adult leader who fulfills the above requirements (complete above information) is recommended for membership consideration in the Order of the Arrow.

Date: \_\_\_\_\_ Unit Leader: \_\_\_\_\_ Committee Chairman: \_\_\_\_\_  
Signature (Unless unit leader is the candidate being recommended)    Signature

--OR--

**DISTRICT/COUNCIL RECOMMENDATION**

The adult leader who fulfills the above requirements (complete above information) is recommended for membership consideration in the Order of the Arrow.

Date: \_\_\_\_\_ By: \_\_\_\_\_ Position: \_\_\_\_\_  
Signature    Signature

**LODGE ADULT SELECTION COMMITTEE**

SELECTED: [ ]      NOT SELECTED: [ ]

Comments:

**Authorizing Signatures and Date**

Council Camping Chairman\*: \_\_\_\_\_

Lodge Advisor: \_\_\_\_\_

Lodge Staff Advisor: \_\_\_\_\_

Scout Executive: \_\_\_\_\_

\*Signature of the Council Camping Chairman or chairman of the council committee on which the lodge advisor serves.      Revised 2004

**Distribution: White - Lodge Election Chair, Yellow - Chapter Election Chair, Pink - Unit Committee**