



Order of the Arrow W.W.W. Otyokwa Lodge Unit Elections

To Troop Leader,

The Order of the Arrow is Scouting's National Honor Society. It recognizes those who best exemplify the Scout Oath and Law in their daily lives and, through that recognition, cause others to conduct themselves in such a way that warrants similar recognition, to promote camping, to develop leaders, and to crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

Each Boy Scout troop with qualified Scouts is urged to hold an election not later than Sunday June 4, 2017, to select candidates for a Call Out Ceremony to be held at Camp Phillips on the Friday night your troop attends camp. The date and place of the election are selected by you, as unit leader. An election team from the Order of the Arrow will be present to conduct the election, which should take 20 to 30 minutes.

Youth Membership Qualifications

1. A Boy Scout or Varsity Scout who holds the First Class rank or higher, is under the age of 21, and is registered as an active member of the troop or team may, with the approval of his unit leader, be nominated for election. Prior to the annual election, the unit leader must certify the nominee's Scout spirit and youth membership qualifications.
2. The youth must have experienced 15 nights of Boy Scout camping while registered with a troop or team within the two years immediately prior to the election. The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of the Boy Scouts of America. Only five nights of the long-term camp may be credited toward the 15-night camping requirement. The balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each.

Voting for youth candidates will be based on their spirit of brotherhood, cheerfulness (no matter how tiresome their duties), and a willingness to give unselfish and wholehearted service to others at all times.

Adult Membership Qualifications

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 registered unit adults, 21 years of age or older, 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 12 months. Recommendations of the adult selection committee, with the approval of the Scout executive, 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 is not for recognition of service, including current and prior achievements 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.

Included in this packet is a copy of the Unit Election Rules and Procedures, Unit Election Report, Adult Candidate Nomination Form, and a Request for Unit Election Form. Please use the Request form to notifying the Otyokwa Lodge of the date and place set aside for the election of candidates. It should be held at a regularly scheduled unit meeting or camping experience. Every effort should be made to have 100 percent attendance of both youths and adults at this meeting. The lodge election team will contact you to confirm the details for the election and to answer any questions you might have.

Respectfully Yours,

Michael Lindau - Lodge Chief - Otyokwa Lodge

Jim Benson - Lodge Advisor - Otyokwa Lodge

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Otyokwa Lodge #337 Request for Unit Election



Our Unit Troop # _____

Wishes to conduct on Order of the Arrow election on:

Please list three dates (if possible) and times for your unit election:

1st _____ 2nd _____ 3rd _____

Location _____ City _____

A member of our unit elections team will contact you to confirm your date, time, and location. Please leave your contact information.

Home _____ Between _____ and _____
Work _____ Between _____ and _____

Number of register active youth unit member: _____

Number of Order of the Arrow member: _____

Number of youth that presently meet the requirements and are not Order of the Arrow members: _____

Number of youth eligible, but declined nomination: _____

Please: Who is your Troop Representative

Name: _____

Address: _____

Email: _____

Phone: _____

Elections should be held before June 4th

Elections will be held at summer camp on a limited basis as needed.

Please phone, send, or email this request to Brad or Don no later than two weeks prior to your election request.

Clear Water, Tall Oaks, & Glacier End

Brad Gary
1249 6th Street E.
Saint Paul, MN 55106
bgaryx020@gmail.com
(715) 864-4067

Blue Hills

Don Whitmore
402 6th Street
Chetek, WI 54728
whitmore.donald@gmail.com
(715) 764-9050

Unit Leader's Signature _____ Date _____

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UNIT ELECTIONS RULES AND PROCEDURES

The definitive rules and procedures for unit elections are contained in the *Guide for Officers and Advisers* pages 20-23. In case of any conflict or ambiguity between items contained in the *Guide to Inductions* or the *Guide to Unit Elections* and items in the *Guide for Officers and Advisers*, always refer to the *Guide for Officers and Advisers* as the definitive document.

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 in an Order of the Arrow unit election; this includes assistant Scoutmasters and assistant Varsity Scout Coaches who are 18, 19 or 20 years old.

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, an assistant scoutmaster away at college who participates in some unit activities when home, such as campouts, camporees, or occasional unit meetings, 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.

Elections are only to be held in troops and teams; elections are not to be held in Venturing crews or Cub Scout packs. Lodges are encouraged to complete all unit elections prior to their troops/teams going to summer camp. This ensures that the maximum number of troop/team members can be present to vote in the election. All elections must be conducted by the OA lodge of the council in which the troop or team is chartered. No unit may visit outside its council and hold an OA unit election under the auspices of the OA lodge of another council.

Call-outs should be conducted by the OA lodge of the council in which the troop or team is chartered. It is possible for a visiting troop or team to have their elected candidates called out at an out-of-council summer camp if the lodge serving the camp is willing to conduct the call-out. The unit leader must present a letter from the home lodge chief and lodge adviser requesting the call-out and identifying the members to be called out. A signed copy of the home lodge's unit election report must accompany this request. Following the unit's return, the home lodge chief and lodge adviser must receive confirmation of the call-out.

Newly elected candidates for membership in the Order must complete the Ordeal and be inducted into the Order by the lodge that serves the council in which the unit is chartered. This allows the candidates to bond with their contemporaries as they go through the Ordeal and creates a positive leadership environment in which they can progress. 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.

Unit Election Rules

1. 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. As stated above, lodges are encouraged to complete all unit elections prior to their troops/teams going to summer camp. This insures that the maximum number of troop/team members can be present to vote in the election. For this reason and to avoid improper out-of-council unit requests, elections should not be conducted at summer camp.
2. The lodge, through the unit elections committee, should work with the Scoutmaster or Varsity Scout Coach 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 OA election team members must be trained and in proper uniform during the election.

3. Before the election, the unit leader must verify to the OA unit elections team 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 and the election should be rescheduled. The number of registered active members and the number present are entered in the spaces provided on the Unit Elections Report (see the resources section). If the unit leader is a member of the Order, he or she may explain to the group 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 unit elections 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 unit elections team.
4. The unit leader provides a list of 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.
5. 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 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 will be final.
6. A voter may list on his ballot any combination of names, including all eligible candidates he believes are worthy to become members of the Order of the Arrow.
7. The OA unit elections team conducts the election. A unit election ceremony is contained in the resource section, and a unit elections video is available from the OA national office. Stress 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/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.
8. When the voting is finished, the OA unit elections team counts the number of ballots turned in and enters the numbers on the Unit Elections Report.
9. The OA unit elections 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 Unit Elections Report.

10. The election team and the unit leader count the votes in private. All votes count equally. If at least one has been elected, the election result is final. The OA team places a check mark next to the names of those who have been elected.
11. 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 this year's election.

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.

Names, mail and email addresses, and phone numbers of the newly elected candidates must be forwarded to the lodge membership committee immediately. Candidates will be called out at the earliest possible time, either at a resident camp, a camporee, or a special ceremony.

Candidate status. After election, Boy Scouts, Varsity Scouts, and 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 re-elected.

The executive committee of the lodge may extend the one-year limit between election and induction 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.

Adult recommendations. 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 registered unit adults, 21 years of age or older, to the lodge adult selection committee for approval to be candidates for induction. 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 12 months. The lodge should set up a system to transmit adult nominations to the lodge adult selection committee and the committee's decisions back to the lodge, chapter, and units. Adults may not be called out until the lodge adult selection committee recommends and the Scout executive approves them. Maintain the confidentiality of adult recommendations to avoid embarrassment if a nominated adult is not recommended by the lodge adult selection committee or is not approved by the Scout executive.

Membership requirements. Consult the *Guide for Officers and Advisers* for youth, adult and professional membership qualifications.

Honorary and life membership. Honorary or life membership in the Order of the Arrow are not allowed. See the *Guide for Officers and Advisers*.

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Please provide the following information for the elected Scouts

BSA ID Number	Name	Phone Number	Email	Address

Order of the Arrow Troop Representative (OATR) Information:

Do you have an OATR Yes: _____ No: _____

Name: _____ Phone number(s): _____

Address: _____

Email: _____ Term End date: _____

Order of the Arrow Troop Representative (OATR) Adviser Information:

Do you have an OATR Adviser Yes: _____ No: _____

Name: _____ Phone number(s): _____

Address: _____

Email: _____



Adult Candidate Nomination Form

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 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 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 12 months. Recommendations of the lodge 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. Consult the *Guide for Officers and Advisers* for procedures for district and council Scouters.

Please print clearly and complete all of the information requested

District: _____ Unit Number: _____ Position: _____
First Name: _____ Middle Initial: _____ Last Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Birth Date: ____ / ____ / ____ Years as Adult: ____ Home Phone: (____) _____
Email Address(es): _____
Training Completed: _____
Positions Held: _____
Scout as Youth / Rank: _____
Community Activities: _____
Employment / Trade: _____
Camping Requirement: _____

The camping requirement for youth candidates must be fulfilled by adults for them to be considered. To be eligible, the adult must have completed 15 nights of Boy Scout camping during the two years immediately prior to nomination. The 15 nights must include one, but no more than one, long-term camp consisting of five consecutive nights of overnight camping, approved and under the auspices and standards of the BSA. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance must be overnight, weekend, or other short-term camps of, at most, three nights each. Include above the dates and location of the long-term camping experience.

Please also make a brief statement regarding the individual for each item on the back of this page.

Nomination for Unit Scouters: The adult leader, who fulfills the above requirements, is nominated for membership consideration in the Order of the Arrow. Date: ____ / ____ / ____	
Unit Leader:	_____
	Print Name
	Signature
Committee Chairman:	_____
	Print Name
	Signature
Nomination for District/Council Scouters: The adult leader, who fulfills the above requirements, is nominated for membership consideration in the Order of the Arrow. Date: ____ / ____ / ____	
Nominator:	_____
	Print Name & Position
	Signature



Adult Candidate Nomination Form

1. Selection of the adult is based upon the 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. As Scouting's National Honor Society, the Order of the Arrow's 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.
 - Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

This adult will be an asset to the Order of the Arrow due to demonstrated skills and abilities, which fulfill the purpose of the Order of the Arrow, in the following manner:

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