

APPENDIX 3

Unit Elections Team Checklist

Before the Election

Before the election, the unit election chairman, with any necessary help from the team members, will need to:

- Get information about the unit.** Get the name and phone number of the unit leader and OA representative, the location where the unit meets, and the date and time of the election from the chapter or lodge unit election chairman.
- Contact the unit leader.** Confirm the date, time, and location of the unit election. Advise unit leaders that they, not the lodge or chapter, have the prerogative to determine whether the names of those elected are to be announced to the unit after the election or whether the announcement is to be postponed until a later time. The unit leader should also be offered the opportunity to tell the unit the purposes of the Order of the Arrow as it relates to the troop or team.
- List the eligible candidates.** Review with the unit leader the eligibility requirements that were contained in the Letter Announcing Elections so that the unit leader can have a list of eligible members ready for the election.
- Remember recommendation of adults.** Advise the unit leader of the unit committee's option to recommend adults to become candidates in the Order of the Arrow. The unit committee should complete the Adult Leader Recommendation Form prior to the meeting and have it available for the unit election team to pick up at the election.
- Arrange for a TV and VCR.** Arrange with the unit leader to have a TV and VCR available to show the unit election video.
- Prepare ballots.** If your lodge uses preprinted ballots, send a sample ballot, in advance, to the unit leader so that the leader can enter the name of eligible Scouts and make a copy for each voter.
- Send information.** If the unit leader does not have a copy of the Letter Announcing Elections and the Adult Leader Recommendation Form, send him or her a copy.
- Contact the OA troop/team representative.** Review the election procedure with the OA troop/team representative several weeks before the election. If an Arrowman from the unit is to take a speaking part, he needs to be provided a copy of the script in advance, so that he can be well-prepared. Ask the OA troop/team representative to announce the election at the unit's preceding meeting and contact all the members to ensure a good turnout for the election. The OA troop/team representative should remind all Arrowmen, both youth and adults, to be in full uniform with sash.
- 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. If needed, recruit or call alternates and make sure that they are prepared and have all needed resources. A majority of team members should be from outside the unit in which election is being held. Confirm a time and meeting place for departure.
- Reconfirm with the unit.** Contact the unit leader and unit OA troop/team representative three to four days before the meeting to reconfirm the election time, date, and location.
- Reconfirm with the election team.** Contact the unit election team three to four days before the meeting to reconfirm the election time, date, and location. Remind the team members of the importance of wearing the complete uniform with sash.
- Get supplies ready.** Ensure that the team has ballots, pens or pencils, youth and adult election forms, the election videotape, and handouts with information about the upcoming Ordeals.

- Deal with scheduling conflicts.** If a conflict should develop that prevents the team from conducting the unit election as scheduled, contact the unit leader as far ahead of time as possible so that the cancellation will have as little negative effect on the troop program as possible and so a new date for the election can be set.

At the Election

At the election, the unit election team will need to:

- Be in proper uniform.** The team needs to set a good example by being in complete, correct Scout uniform with OA sashes.
- Bring supplies.** Bring a supply of pencils, paper, or preprinted ballots sufficient for the expected number of voters.
- Bring forms and handouts.** Bring copies of the Letter Announcing Elections, Unit Election Report Form, the Eligible Scout Form, the Adult Leader Recommendation Form, Unit Election Evaluation Form, and handouts with information about the upcoming Ordeals and contact information for questions.
- Bring the unit election videotape.**
- Bring the TV and VCR** unless it is being provided by the unit or is not being used in the ceremony.
- Bring election ceremony scripts.**
- Arrive a few minutes before the meeting starts so that the team can set up and talk with the unit leader before the meeting.
- Determine who is eligible.** Meet with the unit leader and confirm who is eligible to be elected.
- Get contact information of those eligible.** Record the names, addresses, phone numbers, e-mail addresses, and date of birth of all those eligible to be elected before the meeting. The team might otherwise give away the results of the election by after the election asking only for the names and addresses of those elected.
- Determine active membership.** To hold an election, the unit must have at least half of the unit's active membership present. No proxy votes are permitted. It is up to the unit leader to define who are active members. If at least half the active members are not present, the election must be rescheduled.
- Assign duties.** Talk with the unit OA troop/team representative and with any other OA members in the unit who want to help with the election. Give out assignments to these brothers.
- Consider adult recommendations.** If the unit committee wishes to recommend one or more adults for membership in the Order of the Arrow, ask the unit committee to complete and sign the Adult Leader Recommendation Form. Advise the unit committee of when and how they will be notified of the lodge adult selection committee's action. In the event that no youth are elected from the unit, no adult recommendation may be accepted from the unit that year.
- Determine if results are to be announced.** Confirm with the unit leader if he or she wants the election results announced at the meeting.
- Conduct the election.** Use the unit election video and the approved ceremonial text to conduct the election. The votes are taken by written secret ballot.
- Count the ballots.** After voting is completed, the election team and the unit leader carefully count the ballots at least twice.
- Remember, there is no quota!** A Scout is elected if he receives the votes of at least half the voters turning in ballots, rounding the required number of votes up if the number of voters is odd.
- If no one is elected,** inform the unit, answer any additional questions, and conduct one more vote. 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.

- **Announce the results.** If the unit leader chooses to have the results announced immediately after the election, the election ceremony contained in the appendix includes a paragraph for that purpose. It also contains a paragraph to charge the new candidates after they are taken to a separate room, and a paragraph to challenge all OA members in that unit.
- **Hold the calling-out ceremony.** If a unit desires to have a calling-out ceremony immediately after the election, the unit election team should be prepared to present a ceremony that includes all the key elements.
- **Distribute the Ordeal handout.** If the results have been announced at the meeting, inform the new candidates of the details of the Ordeals that they may attend. Provide each candidate with a written handout with information about the Ordeals. If the results were not announced, inform the unit leader and OA troop/team representative of the date, time, and place when the next calling-out will be held and of the unit's options as to other calling-outs. Also, provide the unit leader and the OA troop/team representative with the handout containing the information about the upcoming Ordeals.
- **Identify potential election team members.** Find out if any of the Arrowmen in the unit might be interested in helping with unit elections in other units in the area, in serving as elangomats, or in any other lodge activities. Record the names and contact information of those who are interested.
- **Complete the Unit Election Report.** Immediately after the unit election, the Unit Election Report Form (See Appendix 7) is completed and signed by the unit leader and the election team members.
- **Complete the evaluation.** Give the OA troop/team representative the Unit Election Evaluation Form (see Appendix 4) and a self-addressed, stamped envelope or Web site address where the evaluation can be submitted. Have him, with input from his unit leader, fill out the form in private and return it directly to the unit election committee chairman.
- **Thank** the unit leader, the OA troop/team representative, and any Arrowmen who assisted in the election. Make them feel proud of the work they did.

After the Election

Before the election, the unit election chairman, with any necessary help from the team members, will need to:

- **Report on the election.** Provide feedback and an evaluation of the election to the unit election committee. Discuss any problems that may have occurred, and report if the unit needs a special calling-out ceremony performed.
- **Turn in forms.** Turn in the Unit Election Report Form (see Appendix 7) to the unit election committee.
- **Turn in adult recommendations.** Turn in adult recommendations to the lodge adult selection committee.
- **Recruit unit election volunteers.** Inform the unit election committee of any OA members who have volunteered to help conduct other unit elections.
- **Recruit elangomats.** Inform other committee chairmen of any OA members who wish to be contacted about serving as elangomats or on other lodge committees.
- **Reschedule a missed election.** If the election had to be rescheduled, postponed or could not be held because 50 percent of the active members of the unit were not present, inform the unit election committee immediately so that the election can be rescheduled as soon as possible.