



Basic Steps of an OA Unit Election

1. One week prior to the Unit Election, the Chapter Vice-Chief should contact the Unit hosting the election, to:
 - a. Ensure the date, time, and location of the unit meeting/election.
 - b. Remind the OA Troop Rep/Scoutmaster that the Election team will need detailed information on all eligible candidates BEFORE the election can begin. They will need the following information: the candidate(s) full name, rank, address, birthday, email, BSA ID number, phone numbers, etc.
2. One week prior to the Unit Election, the Chapter Vice-Chief should contact the Election Team leader to ensure they are available for the specific Unit Election.
3. Two days prior to the Unit Election, the Election Team leader should ensure his election team members know the meeting date, time, and verify they have transportation.
4. Two days prior to the Unit Election, the Election Team leader should confirm with the OA Troop Rep or Scoutmaster hosting the election:
 - a. Of their attendance and that the Unit Election is still as planned.
 - b. Verify if they want the OA Election Video shown, and they have a DVD player/video screen/device available.
 - c. Remind the Scoutmaster that you will need detailed information on all candidates BEFORE you can conduct their election. You will need the following information: the candidate(s) full name, rank, address, birthday, email, BSA ID number, phone numbers, etc.
5. Election Day: The Election team should arrive at the Unit's meeting at least 15 minutes early, with the appropriate materials in hand. (Index cards make a great ballot, or use different colored paper, in order to help keep track of what is a "real" ballot.)
 - a. Introduce your team to the OA Troop Rep and Scoutmaster.
 - b. Receive the detailed information on the candidates (candidate(s) full name, rank, address, birthday, email, BSA ID number, phone numbers, etc. and complete the "back page" of the Troop Election form. (If they hand you a print out, possibly from TroopMaster, attach it to the Troop Election form.)
 - c. Have the Scoutmaster then sign the Election Form, to confirm that the Scouts listed are eligible to be in the OA and are the candidates.
 - d. Finalize who is reading each section (take 3 copies of the Election script to the election). Be sure to include the Unit's OA Troop Rep if there is one; if not, a third Arrowman from the Unit can read the part, or the election can be read by just two Arrowmen (not preferred).
 - e. Ensure the DVD player/video screen/device is operational (if applicable).
 - f. Complete the top part of the Troop/Unit election form to ensure that a valid election can be held. (50% of active Unit members must be present to hold an election). >Note on the form how many 18-20 year old Scouts are present as well. (These are not counted in the youth member total, but does impact the total number of ballots.)
 - g. Show the Election Video if requested.
 - h. Answer any questions that scouts or adult leaders may have for you about the video or the election process.
 - i. Following the Election script, read the parts. Ask for any questions about the elections process before distributing the ballots and pencils/pens.
 - j. Conduct the Election.
 - k. Collect all ballots and count them in a private location with an adult from the troop.
 - l. Count all the ballots and votes, and complete the Troop/Unit election form.
 - m. Complete the Scoutmaster notice form and give it to the Scoutmaster.
 - n. Adult member of the Election Team should give the Scoutmaster the Adult nomination form.
 - o. Double check that you have the following information for each of the newly nominated Ordeal Candidate(s) Full Name, Rank, Address, Birthday, BSA number, email, phone numbers on the back of the election form or staple a pre-printed sheet to the election form.
 - p. Complete the Troop/Unit election form, and have the election team sign the form.
 - q. Ask the Troop OA Rep. (or SPL) and the Scoutmaster to complete their evaluation form of the election team's performance. Have them return those forms to you before you leave that night.
 - r. If the Troop does not have an OA Troop Rep, give the OA Troop Rep form to the Scoutmaster. He can complete and return it to the Chapter (Chapter Chief) that night or later.

- s. Adult member of the Election Team should take all the ballots home for disposal. Do NOT leave any ballots at the Troop / unit's meeting place.
 - t. Once everything is complete, be sure to thank the Scoutmaster and OA Troop Rep for allowing us to perform their election and for their time.
6. Once back home, the Election Team leader should email a scanned copy of the election form to the Chapter Vice-chief and the Chapter Adviser.

*If steps 3, 4, 5, and 6 are complete, then the **Election Team** successfully completed a Unit Election.*

7. Chapter Vice -Chief then:
- a. Notifies the Chapter webmaster that the election for that unit is complete.
 - b. Adds the information to the Google spreadsheet for the newly elected candidates
 - c. Sends an electronic copy of the Election form to the Lodge VC-Inductions and advisor, and his own Chapter Advisor.
 - d. Reviews the election evaluations to make adjustments as necessary.
8. Chapter Advisor then:
- a. Updates the OA Lodgemaster database from the Google spreadsheet.
 - b. Reviews the election evaluations with the Chapter Vice-Chief.
 - c. Keeps a copy of all the election forms.

*If all of these steps (1 thru 8) are complete, then the **chapter** successfully completed a Unit Election.*

Materials Needed at the Unit Election*

- Ballots – bring enough blank ballots for two elections (in case you need to have a second election that night).
 - Either use index cards, or a different color paper for your ballots
- Pens/pencils
 - Be sure to collect these for use on another election
- OA Election Video
- This document and the other forms in the election packet (see the Chapter election website)
- Where to Go Camping Guide/ (DVD with a PowerPoint presentation on it). Hand this to the Scoutmaster.
- Notebook and pen/pencil for your use
- Cell phone (to use to contact the Chapter VC or Chapter Advisor if there are questions, or the host troop is you're running late). Your adult election member may have one and that will be sufficient.

Election Team Member Responsibilities:

- Be in proper Class A uniform (pants, shirts, epaulets, socks, belt), with OA Sash, brown or black shoes, and Chapter T-shirt underneath / shoe laces.
- Be courteous in working with the host troop
- Take part in the opening ceremony
- Ensure that a fair and orderly election takes place
- Remove all ballots, counting sheets, etc, when you leave

If there are any questions about this material or during the election, please contact your chapter Vice-chief and/or your chapter Adviser

Thank you for supporting your chapter and helping bring new OA members into our fellowship!!!