

NAMPA-TSI LODGE 216



GUIDE BOOK FOR UNIT ELECTIONS

THE RED ARROW SHALL BE OUR SYMBOL,
FOR WHEN AIMED HIGH, ITS COURSE IS
UNDEVIATING AND TRUE TO ITS MARK. ITS
POINT IS KEEN AND SHARP. WE GIVE THIS
RED ARROW SO THAT ALL MAY KNOW, HE
WHO SERVES HIS BROTHERS, IS OF ALL HIS
BROTHERS, GREATEST.

ALLOWAT SAKIMA

YOUTH MEMBERSHIP REQUIREMENTS

Unit leader approval. To become eligible for election a Boy Scout or Varsity Scout must be registered with the Boy Scouts of America and have the approval of his unit leader prior to the election. The unit leader must certify his Scouting spirit, his adherence to the Scout Oath and Law, and participation in unit activities. The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.

All members of, or candidates for membership in the Order of the Arrow who are under the age of 21 years of age shall be considered youth members or candidates for youth membership, subject to meeting the following requirements prior to the election:

1. Registered member of the Boy Scouts of America at the time of recommendation. (With his primary membership being with the Unit he is being elected from)
2. Must be approved by a Unit leader prior to the election. The leader must certify as to his Scouting spirit, his adherence to the Scout Oath and Law, and to his participation in unit activities.
3. Hold the First Class rank, or above, in the Boy Scouts of America.
4. As a registered member of a troop or team, have experienced 15 days and nights of camping under the auspices and standards to the Boy Scouts of America. The 15 days and nights of camping must include one long term resident camp experience (6 consecutive days) with the remaining balance of camping being overnights, weekends, or other short-term camping during the 2 years period prior to the election.

NOTE The term “resident” implies a summer camp or other camping where a temporary resident is established.

The phrase “under the auspices and standards” implies that the campout be an official Scout campout with a unit. One such auspice and standard is that of a tour permit. If a tour permit is not filed then it is not an official Scout activity and is not under the auspices and standards.

5. Candidates for youth membership shall be elected by the youth members in accordance with the policies set forth by the National Committee of the Order of the Arrow. (See Election Procedures Chapter)

SPECIAL NOTE Any Arrowman with disability who is classified as a youth member of the unit shall be considered a youth (voting) member of the Order of the Arrow regardless of age. Scouts with disabilities must meet all normal other membership requirements, either youth or adult.

Any Scout/Scouter under 21 years of age must be voted upon by the youth members of the unit.

ADULT MEMBERSHIP REQUIREMENTS

All members of, or candidates for membership in the Order of the Arrow who are 21 years of age or older shall be considered adult members or candidates for adult membership, subject to meeting the following requirements prior to the election:

NOTE Adult leaders in unit. 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 selection committee, composed of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser. Recommendations of the adult selection committee, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided the adult leader meets the following requirements:

1. To nominate an adult, a youth election must be held and at least one youth candidate must be elected.
2. The candidate must currently be registered with the Boy Scouts of America.
3. The candidate must meet the camping requirement of 15 days and nights of camping under the auspices and standards of the Boy Scouts of America, previously mentioned in this manual. The 15 days and nights of camping must include one long-term resident camping experience (6 consecutive days) within a 2 year period prior to the election

The three requirements mentioned above are the only requirements set forth by the National Committee of the Order of the Arrow. However, when an adult is up for nomination the following should be considered before nomination.

1. Selection is based upon future ability of the candidate to help the Order of the Arrow and Scouts in their growth; it is not for recognition.
2. The individual will be an asset to the Order of the Arrow due to his skills and abilities.
3. The adult candidate must fulfill the camping requirement above.
4. The adult will provide a positive role model for the youth members of the lodge.

It is the Troop Committee's responsibility to submit a nomination form to the adult lodge nominating committee. An adult nomination form is to be given to the Scoutmaster or Committee Chairperson at the unit election, by a Unit Election Team member provided that there was a youth elected from the Troop or Team. It is the Troop Committee's responsibility to mail the nomination in to the Council Office. Make sure that you remind the Scoutmaster or Chairperson to mark on the envelope:

Attention: OA Adult Nomination

Election in the Order of the Arrow should only take place when the adult's job in Boy Scouting, or Varsity Scouting will make the Order of the Arrow membership more meaningful in the lives of the youth membership.

SCHEDULING THE ELECTION

SUGGESTED PROCEDURE FOR SCHEDULING UNIT ELECTIONS

1. Call as soon as possible. Normally the first week in January is a good time to call all of your troops. Get a hold of the unit leader along with there **Order of the Arrow Troop Representative** to set up a date for an election. The earlier the better. Make sure you don't double-book your election team on the same night.
2. While you're setting up the appointment verify the meeting place, date of the meeting, and the time. If you are unfamiliar with the area ask for directions.
3. Ask the unit leader what would be an appropriate time to show up to the meeting. Remind the leader that there is some paperwork to be filled out before the election. The paperwork takes anywhere from 5-10 minutes if you and the Scoutmaster/Chairperson are prepared. If you tell the unit leader your team will be there 15 minutes early – **BE THERE AND DON'T BE LATE.**
4. While on the phone scheduling the election with the leader remind him/her of the following.
 1. That the Committee Chairperson needs to be there with a current roster of all active boys not yet 21 years old. The chairperson also should have the eligible boy's age, rank, address, with zip code, birthdate, and phone numbers.
 2. Tell the Scoutmaster that there needs to be 50% of registered active members under 21 in attendance of the election, or it can not and will not be held.
 3. Ask the Scoutmaster to prepare a ballot with all eligible boys – if possible.
 4. Remind the Scoutmaster that you will give a reminder call either one week in advance or on the night before. (I find by calling one week and a day before the election it allows the troop time to announce that they need boys in attendance. However the night before the election is better than nothing.)
 5. Field any questions that the Scoutmaster may have over the phone – if you don't know the answer don't be afraid to tell him that you don't know. But tell him that you will find out for him and get back to him before the election.
 6. Notify your election team of the date, time, and place of the election. If they can't make it find a replacement.
 7. Notify your Chapter Chief of all scheduled elections or any changes in election times as soon as possible.

BEFORE THE ELECTION

It is the responsibility of the Elections Chairman holding the troop election to do the following in order to hold a successful election.

1. Notify the Chapter Chief of the date that the election is to be held. If the date has been changed for any reason the Chapter Chief needs to be notified. If the election is canceled, notify the Chapter Chief of the election date and the reason why the election was canceled.
2. Notify members of your election team of the time, place, and date of the scheduled election. Remind them to wear full Class A uniform with OA sash and coup thong. You will be representing the Order of the Arrow as well as Nampa-Tsi Lodge and your Chapter, it is important to set a good example.

NOTE It would be best that each team be composed of 3 youth speakers and an adult advisor. This is not always possible, but do your best to assemble a full team. You can get by with 2 youth speakers but you should always have an adult advisor with you.

Once you have scheduled an election do everything possible in your power to be there on time. Remember you are representing the Order of the Arrow as well as Nampa-Tsi Lodge and missed elections reflect badly on the Order, Lodge, Chapter, and on you!

If you find out that you or one of two other members of your team can't make an election please contact your Chapter Chief as soon as possible. He can usually find help if you give him enough time to locate one or two youth or even an adult. Please do not wait until the night of the election to call for help.

3. Make sure that you have plenty of Youth Candidates Election Reports forms and Adult Recommendation Forms with you before you leave for the election.
4. Don't forget to call the unit leader and remind him of his election and that you will be early.
5. Also make sure that you have plenty of scrap paper and sharpened pencils. Just in case the boys don't have anything to write with.

Nampa-Tsi Lodge Election Form

Unit Number: _____ Election Date: _____

City: _____ Chapter/District: _____

of registered youth: _____ # of youth present: _____

NOTE: At least half of the registered active youth must be present to hold election

Name:		Address:			City, ST, ZIP	
Rank:	BSA #:	DOB:	Email Address:	Phone:	Elected:	

Name:		Address:			City, ST, ZIP	
Rank:	BSA #:	DOB:	Email Address:	Phone:	Elected:	

Name:		Address:			City, ST, ZIP	
Rank:	BSA #:	DOB:	Email Address:	Phone:	Elected:	

Name:		Address:			City, ST, ZIP	
Rank:	BSA #:	DOB:	Email Address:	Phone:	Elected:	

Name:		Address:			City, ST, ZIP	
Rank:	BSA #:	DOB:	Email Address:	Phone:	Elected:	

Name:		Address:		City, ST, ZIP	
Rank:	BSA #:	DOB:	Email Address:	Phone:	Elected:

Name:		Address:		City, ST, ZIP	
Rank:	BSA #:	DOB:	Email Address:	Phone:	Elected:

Name:		Address:		City, ST, ZIP	
Rank:	BSA #:	DOB:	Email Address:	Phone:	Elected:

Name:		Address:		City, ST, ZIP	
Rank:	BSA #:	DOB:	Email Address:	Phone:	Elected:

Name:		Address:		City, ST, ZIP	
Rank:	BSA #:	DOB:	Email Address:	Phone:	Elected:

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

Unit Leader's Signature: _____ Date: _____

<p># eligible: _____ # of ballots turned in: _____ # of votes needed: _____ # elected: _____</p> <p>Election Team's Signatures:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Make one copy for Scoutmaster to bring to Summer Camp. Keep one copy for chapter records.</p> <p>Turn one copy into: Nampa-Tsi Lodge Great Rivers Council 1203 Fay Street Columbia, MO 65201</p>
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NAMPA-TSI LODGE 216

ELECTION PREPRATION CHECK LIST

1. TROOP NUMBER _____ TROOP LOCATION _____

2. DATE OF ELECTION _____

3. DIRECTIONS TO TROOP MEETING

4. PHONE NO. TROOP MEETING LOCATION (_____) _____ - _____

5. SCOUTMASTER _____ PHONE NO. (_____) _____ - _____

6. TEAM MEMBERS

OA MEMBER A _____ PHONE NO. (_____) _____ - _____

OA MEMBER B _____ PHONE NO. (_____) _____ - _____

OA MEMBER C _____ PHONE NO. (_____) _____ - _____

ADULT ADVISER _____ PHONE NO. (_____) _____ - _____

MEETING TIME FOR ELECTION TEAM _____

TEAM MEETING LOCATION FOR ELECTION

7. 4 Copies of **Order of the Arrow Election Ceremony** _____

8. Copy of **Nampa-Tsi Lodge Unit Election Booklet** _____

9. Copy of **ORDER OF THE ARROW GUIDE FOR OFFICERS AND ADVISERS** _____

10. **3 Youth Candidate Election Forms** _____ 11. **Adult Recommendation Form** _____

12. Scrap Paper _____ 13. Sharp Pencils _____ 14. Stapler _____ 15. Calculator _____

THE ELECTION

The following is important information that breaks down the election procedures. There are brief instructions for; meeting before the election, the election in general, and after the election. These are simple instructions that will help the election go smoothly on the evening of the unit meeting.

MEETING BEFORE THE ELECTION

1. Have the unit leader verify that 50% of the registered active members not yet 21 are present. If 50% are not present then the election can't be held.
2. Begin filling out the **YOUTH CANDIDATE ELECTION REPORT**. Staple 3 **YOUTH CANDIDATE ELECTION REPORTS** together with carbon paper between them. Fill in the **Unit Number**: and the **District**.
3. Fill in the number of registered active youth on line 2 of the form. After the unit leader has counted the youth present at the election, fill that number in on line 2 of the form. Have one of your election team members verify that number.
4. Secure a list of eligible unit members from the unit leader. Enter that number of eligible members on the form.
5. Fill out the form, you know how.
6. Place the eligible youths names first and last, rank, address, city, zip code, and telephone number. The last box is for marking if they were elected. Mark it after the election if that Scout got elected.

NOTE If there are no eligible candidates have Unit leader put a (X) in the space marked () **CHECK HERE IF THERE ARE NO ELIGIBLE CANDIDATES.**
7. Have the unit leader sign in the space below the **CERTIFICATE OF ELIGIBILITY** section marked **Unit Leader Signature**.
8. Make sure everything is filled out. After the election is complete sign the form certifying its authority.
9. At this time a Unit Election Team member may field questions about the Order of the Arrow and its purpose.
10. Secure the election form and the ballots from the leader and be prepared to be introduced to the unit and begin the election. The Unit Election Team spokesman may want to introduce the member of the election team to the Troop or Team. (example) *We are the election team for the Amoe Chapter of the Nampa-Tsi Lodge # 216. The Nampa-Tsi Lodge is the OA Lodge for the Great Rivers Council. Our Lodge has different chapters for different Districts. The Amoe Chapter is the OA chapter for the Boonslick District. At this time I would like to introduce to you the members of the election team here tonight I am John Doe an Eagle Scout with Troop 5, I am a Vigil Member of the Order of the Arrow as*

you can see by my sash and coup thong. With me this evening I have John Smith who is the Chapter Chief for the Amoe chapter a Life Scout and Brotherhood member of our lodge We also have Mr. Steve Parr who is our Chapter Advisor who is a Vigil member of our lodge You may also explain the general election procedure.

NOTE At this time the team may want to ask the Scoutmaster if he or she has anything to say. If not the team will proceed on with the election

THE ELECTION

1. Follow the ceremony as listed. (This Election Ceremony is in the **ORDER OF THE ARROW GUIDE FOR OFFICERS AND ADVISERS** book. Do not change the ceremony, cut parts, or add parts. The ceremony is to remain the same and you do not have the authority to change it in any way.
2. Make note of the locations of the blanks for OA member B and C. You will want to complete the blanks for OA member B with the names of the candidates as provided by the unit leader
3. Do not let the attention of the Scout's wander. If necessary stop and quiet them, reminding them that this is a solemn occasion.
4. Answer any questions that the Scouts or Scouters may have about the Order or the general election procedure. Answer the questions at the appropriate times and do not let yourselves become interrupted. However answer all of the questions to the best of your knowledge.
5. Distribute the pencils and paper in a quiet manner, if necessary split up the Scouts. To not let the Scouts talk and remind them no discussion is permitted during the voting.
6. There is a movie out that replaces this ceremony. If you have it USE IT! They like the TV better, and it is much easier to work with.

AFTER THE ELECTION

1. Collect all ballots in a quiet manner. Before leaving to a separate room make sure you have all of the ballots.
2. Go to a secluded spot and count the ballots with the unit leader present. The unit leader should be the same one that verified the candidates' eligibility at the beginning of the meeting. The only exception to this is if the unit leader's son is up for election; if this occurs another leader should replace that leader.
 1. Count all the ballots turned in. If blank ballots are turned in they must be counted and added in the total of ballots turned in. After double checking the number enter it on the form.
 2. Determine the minimum number of votes required to be elected. If the number of ballots turned in is even (i.e.: 2,4,6,8, etc.) divide the number by 2. If the number is odd (i.e.: 3,5,7,9, etc.) add one to the number and then divide by 2. After determining this number and double checking it enter it on the form.

3. If at least one Scout is elected the election is final. If no one is elected, the troop may hold another election if the unit leader approves. The second election is final; even if no one is elected in the second election. The number of youth elected is to be entered.
4. The team will keep the original, which they signed along with the Unit Leader and one other copy. The third copy of the Youth Candidate Election Report form will be given to the unit leader and remind to bring it to summer camp with him for the call out ceremony.
5. Present the unit leader or Committee Chairperson with an **Adult Candidate Nomination** form only if there was a Youth elected from the unit. Tell the leader that you do not need the form that evening. Remind them that they only get to induct one leader per year. Also remind the leader that the adult form is to be mailed to the Council Office at:
Nampa-Tsi Lodge
Attention: OA adult nomination
Great Rivers Council
1203 Fay St.
Columbia, MO 65201
6. BE SURE TO **THANK** THE UNIT LEADER BEFOR LEAVING!

Unit Adult Candidate Recommendation

(Age 21 and over)

Election into the Order of the Arrow of an adult Scouter should take place only when the adult’s job in the Boy Scouts of America will make Order of the Arrow membership more meaningful in the lives of the youth membership.

Circle One: **Troop Team**

Unit Number: _____ District: _____ Nominee’s Position: _____

Nominee’s Name: _____ Nickname: _____

(Last, First, Middle – Please print or type)

Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Phone # _____(h) _____(w)
Month/Day/Year

One Adult per 50 registered Scouts unit may be recommended each year if at least one youth is elected within your Troop/Team. The following conditions must be fulfilled.

1. Selection of the adult is based upon ability to perform the necessary functions and not for recognition on service, including current or prior achievement and positions. The individual’s ability include:

2. 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 because:

3. The camping requirements that apply for youth candidates apply for adult candidates and must have been fulfilled within the most recent two years prior to recommendation for membership. This requirements, which is a minimum of fifteen days and nights of camping under the auspices and standards of the Boy Scouts of America, including six consecutive days and nights of long term camping, 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 duly recommended for membership in the Order of the Arrow.

Date: _____ Unit Leader: _____ Committee Chairman: _____

Or

District / Council Recommendation

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

Date: _____ By: _____ Position: _____

Adult Leader Selection Committee

Elected Not Elected

Authorizing Signatures:

Chairman: _____ Lodge Advisor: _____

Lodge Staff Advisor: _____ Scout Executive: _____

ORDER OF THE ARROW ELECTION CEREMONY

TEAM MEMBER A

Fellow Boy Scouts, the Order of the Arrow is a national Brotherhood of honor campers. Its purpose is to recognize and honor those campers who best live up to the Scout Oath or Promise and the Scout Law in their daily lives and to guide them in expanding the service that has made them outstanding. The Order promotes Scout camping and maintains camping traditions and spirit. It emphasizes that the good Scout camper is not only skilled in Scoutcraft, but also true to the ideals of Scouting and its tradition of the daily Good Turn.

The only way that a Scout can become a member of the Order of the Arrow is to be elected for this honor by the members of his unit. To be eligible for election, a youth must fulfill the camping requirement and hold the First Class rank.

After being elected, the Scout must complete the Ordeal, which is a series of tests of his sincere dedication to the high ideals of Scouting and the Order. If he is faithful in performing the test, he takes a solemn pledge of service and is admitted into the Order. A long period of self-improvement and service then follows.

The lodge flap, (speaker *may want to point to his or another member of the teams flap*) universal arrow ribbon, (speaker *may want to point to his or another member of the teams ribbon*) and the distinctive sash (speaker *may want to point to his or another member of the teams sash*) identify the Order of the Arrow member. They are symbols of service. Our lodge has its own activities and projects, but our program does not replace the member's responsibility to his unit. Indeed, each Arrowman is expected to give richer service to his own troop in return for the honor his unit extended to him.

Indian lore is an attractive sideline in our Order. Indian dances and ceremonies add color to our program of service, and members often make Indian lore their hobby. However, one does not need Indian attire or skill in Indian lore to become a valuable member of the Order of the Arrow.

Scouts, you will elect representatives to our brotherhood of cheerful service, and we are here to assist you in the election. All registered active members of the troop, except those 21 or older, are entitled to vote.

All those who receive votes from at least half of those who turn in ballots are elected. The number of candidates you elect will depend on how your votes agree with the votes of other members of your troop.

Remember that an Order of the Arrow election is not a popularity contest! Don't vote for a Scout just because he is your friend or because he is a good athlete or because he is older than the rest. What really counts is his loyalty to the Scout Oath or Promise.

Campaigning in an Order of the Arrow election is not permitted. You are expected to think for yourself, do not let others influence your decision. The election is by secret ballot and no discussion will be permitted, so no one will know for whom you are voting. This important decision about your fellow Scouts is entirely up to you.

Before we announce the names of those eligible and begin the election, are there any questions?

(Answer any questions about the nature and purpose of the Order of the Arrow and the election procedure.)

TEAM MEMBER B

The following members of this unit have met the camping and advancement requirements and are eligible for election, as certified by your unit leader. Will you stand and form a line over here (point) as your names are called?

Insert the Candidates Names, which have been provided by the Unit Leader

(Point out a place to line up and read the list slowly. Arrange the candidates in a line facing the voters at the place indicated; the line can be semicircular if the eligible group is large.)

Scouts, you should now answer each of the following questions to yourself; your answers will help you to make the right selections.

TEAM MEMBER C

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? In all, if you were a Tenderfoot Scout, would you like to hike and camp with him?

Who is cheerful, even when he has many tiresome jobs to do? Who smiles whenever he can? Who obeys promptly and cheerfully? Does he control his temper? If you were to camp with him for several weeks, do you think you would enjoy it?

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? If you were his patrol leader, could you depend on him?

In all, ask yourselves: Who in this group, by living up to the Scout Oath or Promise, serves your fellow Scouts with such an example of brotherhood and cheerfulness that you look up to him with deep respect and admiration?

TEAM MEMBER B

Scouts, on the ballot you will be given, check the names of any or all eligible candidates who, in your opinion, are worthy to become members of the Order of the Arrow.

Vote only for those you believe will continue in unselfish service to your troop. If you feel that no one is worthy, turn in an unmarked ballot. If you are new in the troop and do not know the candidates well enough to vote wisely, you may abstain by not turning in a ballot at all, and this will not affect the final result.

The names of the eligible candidates are listed on this ballot. When you are finished, fold the ballot only once and give the pencil and ballot to any member of the election team.

(Distribute election ballots and pencils.)

(Collect ballots and pencils. Count votes in private with the unit leader. After counting, ask if the unit leader wants you to keep the ballots or did he want them. Suggest to him by you taking them there will be no chance of anyone finding out how anyone voted. You might suggest that if the youth are unable to find out who was elected it will be a more meaningful experience at summer camp callout.)

UNIT ELECTION REQUEST FORMS

Nampa-Tsi Lodge # 216 ORDER OF THE ARROW

To : All Unit Leaders,

All units wanting to hold an Order of the Arrow election you should be receiving a post card in the mail addressed to your Chapter Advisor of Chapter of your Chapter. Fill in the dates you would like to have them hold your election. All unit elections must be held by a team supplied by the Chapter that your troop is located in. Registered Arrowmen in your unit are not authorized to hold your election.

2003 Lodge Unit Election Chairman

Attached you will find a copy of the postcard you will be receiving unit leaders please complete and send back to your Chapter Advisor in your respective District.

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Scoutmaster's name: _____ Phone number: _____

Troop number: _____ District: _____

Address: _____ City: _____ Zip: _____

Do you have a TV with VCR? Yes No

OATR / SPL name: _____

Three best dates & times

_____ at _____

_____ at _____

_____ at _____

Directions of how to get to meeting site: _____ _____ _____ _____ _____

PLEASE RETURN TO YOUR LOCAL CHAPTER OR THE
COUNCIL SERVICE CENTER %NAMPA-TSI UNIT ELECTIONS