

## UNIT ELECTION TEAM CHECKLIST

### BEFORE THE ELECTION

Before the Election, the Unit Elections 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.
- 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 Candidate Recommendation Form(s) prior to the meeting and have it available for the unit elections team to pick up at the end of the election. In the event that the Unit Committee cannot complete these forms on that night, the deadline for turning them in is ONE WEEK after the date of the election – and it must be submitted directly to the Chapter leadership in order to be valid.
- Arrange for Video Equipment.** Arrange with the unit leader to have a TV or projector with laptop/DVD player available to show the unit elections video.
- Prepare Ballots.** Send a sample ballot to the unit leader in advance so that all names and information of eligible Scouts.
- Send Information.** If the unit leader does not have a copy of the Letter Announcing Elections and the Adult Candidate Recommendation Forms, send them a copy.
- Contact the OA Representative.** Review the elections procedures 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 Arrowman, both youth and adult, 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 alternatives 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 the election is being held. Confirm a time and meeting place for departure.
- Reconfirm with the Unit.** Contact the unit leader and the unit OA Troop/Team Representative 3-4 days before the meeting to re-confirm the election time, date and location.
- Reconfirm with the Elections Team.** Contact the unit elections team 3-4 days before the meeting to re-confirm the election time, date and location. Remind the team members to wear their complete uniform with sash.
- Get Supplies Ready.** Ensure that the team has ballots, pens/pencils, youth and adult forms, election video 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 unit program as possible and so a new date for the election can be set.

## **AT THE ELECTION**

At the election, the unit elections 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 sash.
- Bring supplies.** Bring a supply of pens/pencils, paper or pre-printed ballots sufficient for the expected number of voters.
- Bring forms and handouts.** Bring copies of the Letter Announcing Elections, Unit Elections Report Form, Adult Candidate Recommendation Form, Unit Elections Evaluation Form and handouts with information about upcoming Ordeals and contact information for questions.
- Bring the unit elections video.**
- Bring the video equipment** unless it is being provided by the unit or is not being used in the unit election.
- Bring elections 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. The unit leader should sign the Unit Elections Report Form at this time.
- Get contact information of those eligible.** Record the name, address, phone number, email address 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 asking only for the information 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 absentee votes are permitted. It is up to the unit leader to define who are active members. If at least half of 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 those 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 Candidate Recommendation Form. The Unit Committee should complete the Adult Candidate Recommendation Form(s) prior to the meeting and have it available for the unit elections team to pick up at the end of the election. In the event that the Unit Committee cannot complete these forms on that night, the deadline for turning them in is ONE WEEK after the date of the election – and it must be submitted directly to the Chapter leadership in order to be valid. Advise the Unit Committee of when and how they will be notified of the Lodge Audit 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 they want the election results announced at the meeting.
- Conduct the election.** Use the unit elections video and the approved ceremony script to conduct the election. The votes are taken by written secret ballot.
- Count the ballots.** After voting is completed, the elections 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 of the votes 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.
- Complete the Unit Elections Report.** Immediately after the unit election, the Unit Elections Report Form is completed and signed by the unit leader and the election team members.
- Announce the results.** If the unit leader chooses to have the results announced immediately after the election, the unit elections ceremony includes a paragraph for this 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 Call-Out Ceremony.** If a unit desires to have a Call-Out Ceremony immediate after the election, the unit elections team should be prepared to present a ceremony that includes all 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 upcoming Ordeals. If the results were not announced, inform the unit leader and the OA Troop/Team Representative of the date, time and place when the next Call-Out Ceremony will be held and alternative Call-Outs. Also provide the unit leader and the OA Troop/Team Representative the handout containing the information about the upcoming Ordeals.
- Identify potential elections team members and Elangomats.** Find out if any of the Arrowman 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 interested.
- Complete the Evaluation.** Give the OA Troop/Team Representative with Unit Elections Evaluation Form and a self-addressed, stamped envelope or email address where the evaluation can be submitted. Have them, with input from the unit leader, fill out the form in private and return it directly to the unit elections chairman.
- Thank** the unit leader, OA Troop/Team Representative, and any Arrowman who assisted in the election. Make them feel proud of the work they did.

## **AFTER THE ELECTION**

After the election, the unit elections 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 elections committee. Discuss any problems that may have occurred and report if the unit needs a special Call-Out Ceremony performed.
- Turn in forms.** Turn in the Unit Elections Report Form to the unit election committee.
- Turn in adult recommendations.** Turn in Adult Candidate Recommendation Form(s) to the Lodge Audit Selection Committee.
- Recruit unit elections volunteers.** Inform the unit elections 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% of the active members of the unit were not present, inform the unit elections committee immediately so that they election can be rescheduled as soon as possible.