



# Order of the Arrow Unit Elections Guide



Amangamek-Wipit Lodge #470

## About this Guide

This guide has been developed to provide all unit leaders and Order of the Arrow (OA) members in the National Capital Area Council a standardized set of unit elections materials for use when planning and conducting Order of the Arrow elections. While the guide is not all-inclusive, it covers most of the common election questions. Additional questions about the unit election process should be directed to the chapter adviser, lodge adviser or Scout executive.

Please review the information contained in this guide prior to conducting unit elections in your district or area to ensure that the unit elections performed are in compliance with the current OA Policy.

Election Results that do not follow these policies may be invalidated by the lodge adviser or the council professional staff.

The information contained in this guide provides the current national OA policy for youth and adult membership requirements and unit election procedures. These sections are taken directly from the *Order of the Arrow Guide for Officers and Advisers* (2012 printing) as revised by Operations Updates available via the National Order of the Arrow web site (<http://www.oa-bsa.org>). In addition, specific Amangamek-Wipit policy is incorporated as appropriate for reference and clarification.

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# Membership Requirements <sup>1</sup>

**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 Scout spirit (i.e., his adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.

**Youth membership qualifications.** All members of, or candidates for membership in, the Order of the Arrow who are under 21 years of age shall be youth members or candidates for youth membership, subject to meeting the following requirements:

- Be a registered member of the Boy Scouts of America.
- Hold the First Class rank of the Boy Scouts of America, as a minimum
- After registration with a troop or team, have experienced 15 days and nights of Boy Scout camping during the two-year period prior to the election. The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America. The balance of the camping must be overnight, weekend, or other short-term camps.

Candidates for youth membership shall be elected by other youth members in accordance with policies set forth by the national Order of the Arrow committee.

**Scouts with special needs.** The Order of the Arrow is committed to including Scouts and Scouters who have special needs because of a disability. In the case of special-needs troops, election teams should follow the same procedures, keeping in mind that any Scout who is classified as a youth member of the troop, regardless of age, will be considered a youth (voting) member. All other membership requirements remain the same.

When inducting a Scout or Scouter with special need, as a candidate, lodges should make the activities challenging within the individual's limitations, and plan accordingly. Accessibility to ceremonial circles, sleeping sites, and appropriate work projects should be taken into consideration to ensure a meaningful induction (see Guidelines for Assisting Scouts and Scouters with Special Needs).

**Adult membership qualifications.** All members of, or candidates for, membership in the Order of the Arrow who are 21 years of age or older and who are registered members of the Boy Scouts of America shall be considered adult members or candidates for adult membership. Individuals shall be selected as candidates based on the following:

1. **Adult leaders in units:** 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 adults 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 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 twelve months. Recommendations of the adult selection committee, which consists of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser, with the approval of the Scout executive, serving as the Supreme Chief of the Fire, will be candidates for induction, provided the following conditions are fulfilled:

- Selection of the adult is based on the ability to perform the necessary function to help the Order fulfill its purposes, and not for recognition of service, including current or prior achievement and positions.
- The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
- The camping requirements set forth for youth members are fulfilled.
- The adult leader's membership will provide a positive example for the growth and development of the youth members of the lodge.

**2. Adult leaders in council and district positions:** The lodge adviser, district chairman, council president, or members of the professional staff may nominate adults to the lodge adult selection committee. All requirements set forth for adult leaders in units must be fulfilled, with the exception of the camping requirements, which may be waived at the discretion of the lodge adviser and Scout executive. Recommendations of the adult selection committee, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will become candidates for induction.

Adults may be nominated for membership only one time per year as either unit Scouters or district/council Scouters, but not both. How they are nominated depends on where they maintain their primary registration.

Because the Order of the Arrow is principally a youth organization, unit, district, and council Scouters are not selected for membership as recognition. Selection into the Order should take place only 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.

**Professional membership.** Members of the professional service of the Boy Scouts of America shall be considered ex officio members of the lodge of the council in which they are employed. Members of the professional service designated by the Scout executive to serve in camp positions should be given an opportunity to complete the Ordeal and the Ordeal ceremony if they have not previously been inducted into a lodge of the Order. Members of the professional service whose responsibility in the council would be enhanced may be inducted into the lodge based on the recommendation of the Scout executive and upon completion of the Ordeal experience and ceremony.

Camp staff members (paid but not considered members of the professional service) shall be elected only by members of their own unit if they are under age 21 and meet the youth membership requirements. Staff members over age 21 must meet the adult membership requirements and be selected as either unit Scouters or district/council Scouters.

**Honorary membership.** Honorary membership in the Order of the Arrow is not authorized and shall not be given. Membership in the Order shall be gained only through fulfillment of membership requirements as stated in the official literature of the Order of the Arrow, Boy Scouts of America. Visiting Scouts or leaders cannot be given honorary membership in the Order.

**Life membership.** A life membership in the Order of the Arrow is not authorized and shall not be recognized. Membership in the Order of the Arrow requires current registration with the Boy Scouts of America. There is no official or authorized life membership registration status for the Order of the Arrow in the Boy Scouts of America.

<sup>1</sup> *Order of the Arrow Guide for Officers and Advisers* (2012 printing) as revised by Operations Updates available via the National Order of the Arrow web site (<http://www.oa-bsa.org>)

# Unit Elections <sup>1</sup>

To become a member of the Order of the Arrow a Boy Scout or Varsity Scout is chosen by a vote of the youths in his unit. This is a unique feature of the Order since the majority of those who select their candidates for this honor are not members of the lodge. However, lodge members in the unit have a vote as well as nonmembers. In this way membership is controlled by the youths in their own units and not by those who are already Arrowmen.

***It is important that the members of the unit have the membership requirements properly explained to them.***

**Registered active member.** 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.

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, a youth away at college who participates in some unit activities when home, such as a campout, camporee, or occasional unit meeting, 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 outside the registered council.** All elections must be conducted by the Order of the Arrow lodge of the council in which the unit is chartered. ***No unit may visit outside its own council and hold an OA election under the auspices of an OA lodge of another council. Elections are held only in troops or teams.***

## Induction: Election to Ordeal

1. The lodge shall determine the time of year unit elections will be held and should inform unit leaders of this by mail well in advance. 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. Elections are not to be held in Venturing crews or Cub Scout packs.

2. The lodge, through the unit elections committee, should work with the troop/team leader 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 election team members must be trained and in proper uniform during the election.

3. Before the election, the OA team must secure from the unit leader verification 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. The number of registered active members and the number present are entered in the spaces provided on the unit election report form illustrated on page 10. If the unit leader is an Arrowman, he 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 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 team.

4. The unit leader provides a list of all 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 who he believes are worthy to become members of the Order of the Arrow.

7. The OA team conducts the election following the instructions on pages 26-27 of the Guide for Officers and Advisers. If the election team uses an alternate ceremony, it should be sure to 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.
- 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 election team counts the number of ballots turned in, and enters the numbers on the unit election report.

9. The OA 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 report form.

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

**Note:** A unit election video is posted on the National Order of the Arrow web site (<http://www.oa-bsa.org>)

**Announcement of results.** As soon as the election is completed, the unit leader may choose to announce to the entire unit the names of members who have been elected. The names and addresses (plus additional information the lodge feels is necessary) are listed on

the election report form. OA team members sign the form and mail it to the specified address.

**Call-outs.** Newly elected candidates will be called out at the earliest possible time, either at a resident camp, a camporee, or a special ceremony. Call-outs should be conducted by the OA lodge of the council in which the troop or team is chartered. This is the preferred method of call-out.

**Candidate status.** 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 is dropped. To become a candidate again, they must be elected/selected again. The executive committee of the lodge may extend the one-year limit between election and induction if the 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.

**Ordeals.** Candidates for membership in the Order must complete the Ordeal and must be inducted into the Order by the lodge that serves the council in which their unit is chartered. 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.

<sup>1</sup> *Order of the Arrow Guide for Officers and Advisers* (2012 printing) as revised by Operations Updates available via the National Order of the Arrow web site (<http://www.oa-bsa.org>)



# Unit Election Report

The time period for elections is set by Amangamek-Wipit (the "Lodge") is from November 1<sup>st</sup> to May 31<sup>st</sup>. Troop and team unit leaders are encouraged to schedule their unit election with the chapter elections chairman or his adviser as early as possible. Unit elections must be conducted by members of the Lodge in which the unit is chartered. Elections are only held in troops and teams. The election team must be comprised of members of the Order who are not registered members of the unit in which the election is being held.

The unit leader is encouraged to download and complete the Unit Youth Election Form ("Form") that can be found on the Lodge web site (<http://www.ncacbsa.org/group/OA>) in advance of the election. There are three (3) forms available, depending upon the number of youth eligible for election (1 to 10, 11 to 15, or 16 to 20). The unit should select the form or forms that best serves the number of youth eligible. The names of the eligible candidates for membership should match the name by which they are registered with the Boy Scouts of America, National Capital Area Council. In addition to the Unit Youth Election Form, the unit leader should have a copy of their unit roster (field sheet). This will allow the election team to verify the presence of 50 percent of the registered active unit membership. If 50% of the active membership of the unit is not present, an election cannot be held.

The Form can be down loaded to a local hard drive and includes fields that allow the user to complete the form via computer, save the completed form and print the form for presentation to the chapter election team. When preparing the Form the unit leader should select the "Unit Type", enter the unit number and select the "Chapter" in which it is located. The unit leader should then list all of the youth members who have been identified as being eligible for election as a candidate for membership in the Order of the Arrow. If more than ten (10) youth are eligible, then additional Forms should be completed until all of the eligible candidates have been listed.

Unit Type	Unit #	Chapter: ---Select---
---Select---		At least 50%
---Select---	LIST OF YOUTH MEMBERS - ALL MUST BE	
Troop		
Team		
BSA ID	Name (Last, First, Middle)	

LIST OF YOUTH MEMBERS - ALL MUST BE UNDER AGE 21 (Continue on a Second Worksheet if Necessary) -- PLEASE PRINT.

	BSA ID	Name (Last, First, Middle)	Rank	Address (include city, state & zip)	Birthdate	Telephone
1			---Select---			
2			---Select---			
3			1st Class			
4			Star			
5			Life			
6			Eagle			
7			---Select---			
8			---Select---			
9			---Select---			
10			---Select---			

All of the information requested can be found on the unit roster (field sheet) and should be entered on the Form exactly as it appears on the roster, especially the BSA ID #, full name of the eligible Scout, and date of birth. The rank, address, and telephone number may be different from the roster and should be entered with the most current data. Two copies of the completed Form should be printed and presented to the chapter election team at the time of the election. The chapter election team will verify the number of active registered youth with the unit leader, the number of youth present for the election, the number of youth certified as eligible, and will enter this information on the Form.

After the election and the ballots have been collected, the chapter election team will count the ballots in a room/location away from the Scouts.

- The number of ballots collected will be entered on the Form.
- The number of votes a youth must receive to be elected is entered on the report Form.
  - 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 votes are counted in private by the election team, a unit leader may observe, to determine who has been elected. All votes count equally. If at least one eligible Scout has been elected, this result is final. If no one is elected, the chapter election 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 election is then held immediately, and if the unit still elects no one, this is the final result for the year's election.

The chapter election team places a check mark next to the names of those who have been elected and enters the number of candidates elected on the Form. The Form is signed and dated by the unit leader and the chapter election team. A copy of the completed Form is left with the unit leader.

**AMANGAMEK-WIPIT LODGE UNIT YOUTH ELECTION FORM**

Unit Type:  Unit #:  Chapter:  Date of Election:  Number of Active Registered Youth:  Number of Youth Present:

At least 50% of the Active Registered Youth must be present to hold an election.

**LIST OF YOUTH MEMBERS - ALL MUST BE UNDER AGE 21 (Continue on a Second Worksheet if Necessary) -- PLEASE PRINT.**

BSA ID	Name (Last, First, Middle)	Rank	Address (incl city, state & zip)	Birthday	Telephone	Elected ?
1		<input type="text"/>				
2		<input type="text"/>				
3		<input type="text"/>				
4		<input type="text"/>				
5		<input type="text"/>				
6		<input type="text"/>				
7		<input type="text"/>				
8		<input type="text"/>				
9		<input type="text"/>				
10		<input type="text"/>				
11		<input type="text"/>				
12		<input type="text"/>				
13		<input type="text"/>				
14		<input type="text"/>				
15		<input type="text"/>				
16		<input type="text"/>				
17		<input type="text"/>				
18		<input type="text"/>				
19		<input type="text"/>				
20		<input type="text"/>				

**UNIT LEADER'S CERTIFICATION:**  
 I certify that the above youth members of this Troop or Team meet the Boys Scout First Class Rank, 15 days & nights of Camping (including one Long-Term Camp), and Scout Spirit eligibility requirements, and I approve them as nominees for election.

Signature of Unit Leader: \_\_\_\_\_ Printed Name of Unit Leader: \_\_\_\_\_ Telephone #: \_\_\_\_\_

If the Troop/Team Committee desires to recommend one adult (21 or over) to the OA Lodge Adult Selection Committee, the Unit Adult Recommendation Form must be completed and submitted to the Chapter Adviser.

**ELECTION TEAM CERTIFICATION:**

Number of youth certified as eligible:

Number of ballots turned in:

Minimum number of votes required for election (at least 1/2 of the ballots turned in):

Number elected (CHECK ELECTED column for each youth elected):

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Original to Elections Chair ... Copy to Unit Leader

**RESET**

20 Name Eligible Election Form

10-2013

Unit Youth Election form ("Form") that can be found on the lodge web site (<http://www.ncacbsa.org/group/OA>)

# Election Ballots

**Please Note:** While the National Order of the Arrow Committee does not specify a “standard ballot” in conducting unit elections; there are minimum standards that should be used when conducting unit elections:

- The key requirement is that “a voter may list on his ballot any combination of names, including all eligible candidates, who he believes are worthy to become members of the Order of the Arrow”.
- There is no requirement that preprinted ballots be used in the unit election process. If preprinted ballots are used it should contain the name(s) of all those who meet the youth membership qualifications as specified on page 4 of this guide.
- In addition to the name(s) of all eligible candidates; an “all of the above” option can be used on preprinted ballots.
- A “none of the above” option is **not** permitted for any ballot, handwritten or preprinted. If a voter feels that none of the candidates are worthy, he should turn in an unmarked ballot. If “none of the above” is written or marked on a ballot it should be treated as a “blank ballot” for vote counting purposes.
- A voter can abstain from voting by not turning in a ballot. Voters cannot abstain from voting for individual candidates. “Abstain” is **not** an option to be included on preprinted ballots.
- Ballots should not be presented that ask the voters to select candidates which they **do not** want to elect. This option does not adhere to National OA Standards that state voters should be asked to select candidates that they **do** want to elect.

The following is an example of a properly formatted preprinted ballot with voter instructions.

Please place a check next to the name of each candidate who you believe is worthy to become a member of the Order of the Arrow.

Jeff Scout	.....
Will Star	.....
James Life	.....
Alex Eagle	.....
All of the above	.....

If you feel that no one is worthy, turn in an unmarked ballot.

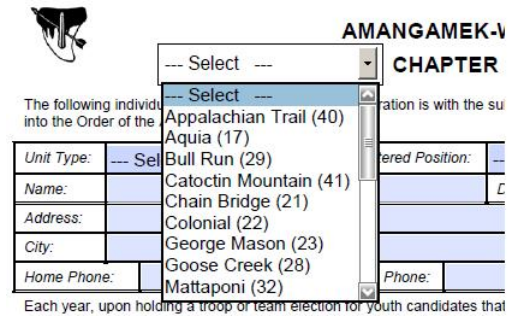
If you do not know the candidates well enough to vote wisely you may abstain by not turning in a ballot at all. This will not affect the final result.

The Lodge Unit Youth Election Forms have a ballot sheet as the second page. As the names of eligible Scouts are entered on the form; the ballot will populate with the names entered on the election form.

# Adult Recommendation Form

Adults may be recommended for membership only one time per year as either unit Scouters or District/Council Scouters, **but not both**. How they are nominated depends on where they maintain their **primary registration** in the Boy Scouts of America.

The unit committee is encouraged to determine if they will be nominating an adult for membership in the Order prior to the unit election. If an adult will be nominated, the unit committee should download and complete the Chapter Unit Adult Recommendation Form that can be found on the lodge web site (<http://www.ncacbsa.org/group/OA>), so it can be submitted to the elections team as soon as possible following a successful election of youth candidates from the unit. The adult being nominated must be a registered member of the unit and the name listed on the Form must match the name that is registered with the Boy Scouts of America on the unit roster (field sheet).



The Form can be down loaded to a local hard drive and includes fields that allow the user to complete the form via computer, save the completed form, and print the form for presentation to the chapter adviser.

When preparing the Form the Committee Chairman should select the "Unit Type", enter the **unit number** and select the "Chapter" in which it is located

The unit leader should then complete all of the required information for the adult being recommended as a candidate for membership in the Order of the Arrow. All of the information requested can be found on the unit roster (field sheet) and should be entered on the Form exactly as it appears on the roster, especially the BSA ID #, full name, and date of birth. The registered position, address, and telephone number may be different from the roster and should be entered with the most current data.

The following individual whose Primary Scouter Registration is with the submitting Unit is recommended for consideration as a candidate for induction into the Order of the Arrow.

Unit Type: --- Select ---	Unit #:	Registered Position: --- Select ---	Current BSA Registration ID #:
Name:	Date of Birth:	Gender: Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Address:			
City:	State:	Zip Code:	
Home Phone:	Work Phone:	E-Mail:	

A brief reason for the recommendation of the adult for membership in the OA should be entered into section 2. This must included **DEMONSTRATED SKILLS AND ABILITIES THE FULFILL THE PURPOSE OF THE ORDER.**

(2) The adult scouter being recommended will be an asset to the Order due to **DEMONSTRATED SKILLS AND ABILITIES THAT FULFILL THE PURPOSE OF THE ORDER.** This individual being recommended is qualified and willing to serve in the following capacities at either the Chapter or Lodge level.

Unit Scouters MUST meet the camping requirements specified in the Adult membership Qualifications on page 5.

- The camping requirements set forth for youth members are fulfilled
  - 15 days and nights of Boy Scout camping during the two-year period prior to the unit election
    - The 15 days and nights must include one, but no more than one, long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America
  - The balance of the camping must be overnight, weekend, or other short-term camps must total 10 nights, excess long-term camping will NOT count toward the short-term camping nights

Incomplete or incorrect information related to the camping requirements will result in the recommendation being disapproved.

(3) The camping requirement is being fulfilled within the two years prior to recommendation date. The adult scouter must have at least **15 days and nights of camping** under the auspices and standards of the Boy Scouts of America, which includes **six consecutive days and five nights of long term camping** (Note: Cub Scout, Webelos, and family camping do not qualify); **short term camping must total ten nights**, excess long-term camping will not count towards the short-term camping nights

Long-Term Camping		From:	To:	Location:		
Short-Term Camping		Type of Camping:				
From:	To:	Location:	From:	To:	Location:	

Once the recommendation has been completed in full; the Form should be dated and the name of the unit committee chairman typed in the space provided.

(4) The adult leader being recommended for membership in the Order of the Arrow will provide a positive role model for the growth and development of the youth members of the Chapter and Lodge.

This form is to be signed by the Unit Committee Chairman (unless this person is being recommended).

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Committee Chairman: \_\_\_\_\_ Phone #: \_\_\_\_\_

\*\*\*\*\*  
 RETURN THIS FORM TO THE CHAPTER ADVISER

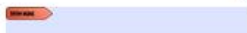
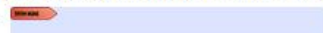
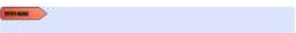
The Form should be printed, signed by the unit committee chairman and forwarded to the chapter adviser for review and recommendation by the Chapter Adult Selection Committee.

**Note:** the Form can be signed electronically and e-mailed to the chapter adviser

If after a review of the recommendation the chapter adult selection committee agrees with the unit recommendation; the Form will be forwarded to the lodge adult selection committee.

**Note:** the Form can be signed electronically by all Chapter Adult Selection Committee members and e-mailed to the Lodge adviser

RETURN THIS FORM TO THE CHAPTER ADVISER  
**Chapter Adult Selection Committee Recommendation**

Signature:  Signature:  Signature:   
Chapter Adviser District Executive District Representative

\*\*\*\*\*  
**Lodge Adult Selection Committee**

SELECTED  Lodge Adviser:   
NOT SELECTED  Lodge Staff Adviser:   
Council Camping Chairman: 

The Lodge Adult Selection Committee will either approve (select) or disapprove (not select) the adult recommended.

The Scout executive (Supreme Chief of the Fire) has the final say on all adult recommendations.

Once approved, the lodge staff adviser or lodge adviser will notify the chapter adviser that the adult is officially a candidate for membership in the OA.



Chapter-Unit Adult Recommendation form that can be found on the lodge web site (<http://www.ncacbsa.org/group/OA>)



AMANGAMEK-WIPIT LODGE #470



--- Select ---

CHAPTER – UNIT ADULT RECOMMENDATION

The following individual whose Primary Scouter Registration is with the submitting Unit is recommended for consideration as a candidate for induction into the Order of the Arrow.

Unit Type:	--- Select ---	Unit #:		Registered Position:	--- Select ---	Current BSA Registration ID #:	
Name:				Date of Birth:		Gender:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Address:							
City:				State:		Zip Code:	
Home Phone:			Work Phone:			E-Mail:	

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 one adult, (21 years of age or older), for membership in the Order of the Arrow to the Chapter Adult Selection Committee, composed of the Chapter Adviser, chairman of the district committee on which the Chapter Adviser serves, and the District Scout Executive. Troops or teams having more than 50 registered active youth members may nominate another additional adult for each additional 50 registered, active youth, or fraction thereof. Recommendations of the Chapter Adult Selection Committee will be forwarded to the Lodge Adult Selection Committee, composed of the Lodge Adviser, the council camping chairman, and the Lodge Staff Adviser. Notification and/or call-out of the Unit adult candidates are not permitted without the approval of the Lodge Adult Selection Committee. All of the following requirements must be fulfilled. NO WAIVERS ARE PERMITTED FOR ANYONE.

- (1) Selection of adults into the OA is based upon the ability of the adult to perform necessary functions to help the Order fulfill its purpose, and NOT for recognition of service, including current or prior achievement and positions.
- (2) The adult scouter being recommended will be an asset to the Order due to **DEMONSTRATED SKILLS AND ABILITIES THAT FULFILL THE PURPOSE OF THE ORDER**. This individual being recommended is qualified and willing to serve in the following capacities at either the Chapter or Lodge level.

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- (3) The camping requirement is being fulfilled within the two years prior to recommendation date. The adult scouter must have at least **15 days and nights of camping** under the auspices and standards of the Boy Scouts of America, which includes **six consecutive days and five nights of long term camping** (Note: Cub Scout, Webelos, and family camping do not qualify); **short term camping must total ten nights**, excess long-term camping will not count towards the short-term camping nights

Long-Term Camping	From:	To:	Location:		
Short-Term Camping	Type of Camping:				
From:	To:	Location:	From:	To:	Location:

- (4) The adult leader being recommended for membership in the Order of the Arrow will provide a positive role model for the growth and development of the youth members of the Chapter and Lodge.

This form is to be signed by the Unit Committee Chairman (unless this person is being recommended).

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Committee Chairman: \_\_\_\_\_ Phone #: \_\_\_\_\_

RETURN THIS FORM TO THE CHAPTER ADVISER  
 Chapter Adult Selection Committee Recommendation

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Chapter Adviser District Executive District Representative:

Lodge Adult Selection Committee

SELECTED  Lodge Adviser: \_\_\_\_\_  
 NOT SELECTED  Lodge Staff Adviser: \_\_\_\_\_  
 Council Camping Chairman: \_\_\_\_\_

RESET

Chapter-District Adult Recommendation form that can be found on the lodge web site (<http://www.ncacbsa.org/group/OA>)



AMANGAMEK-WIPIT LODGE #470



--- Select ---

CHAPTER – DISTRICT ADULT RECOMMENDATION

The following individual whose Primary Scouter Registration is with the submitting Unit is recommended for consideration as a candidate for induction into the Order of the Arrow.

Registered Position:	--- Select ---			Current BSA Registration ID #:				
Name:				Date of Birth:		Gender:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Address:								
City:				State:		Zip Code:		
Home Phone:				Work Phone:			E-Mail:	

Each year, the Chapter Executive Committee, District Chairman, Council President, Scout Executive, or members of the professional staff may nominate adult leaders, (21 years of age or older), for membership in the Order of the Arrow to the Chapter Adult Selection Committee, composed of the Chapter Adviser, chairman of the district committee on which the Chapter Adviser serves, and the District Scout Executive. Recommendations of the Chapter Adult Selection Committee will be forwarded to the Lodge Adult Selection Committee, composed of the Lodge Adviser, the council camping chairman, and the Lodge Staff Adviser. Notification and/or call-out of the District Recommended adult candidates are not permitted without the approval of the Lodge Adult Selection Committee. All of the following requirements should be fulfilled. The camping requirement may be waived at the discretion of the Lodge Adviser and the Council Scout Executive. NO OTHER WAIVERS are permitted.

- (1) Selection of adults into the OA is based upon the ability of the adult to perform necessary functions to help the Order fulfill its purpose, and NOT for recognition of service, including current or prior achievement and positions.
- (2) The adult scouter being recommended will be an asset to the Order due to **DEMONSTRATED SKILLS AND ABILITIES THAT FULFILL THE PURPOSE OF THE ORDER**. This individual being recommended is qualified and willing to serve in the following capacities at either the Chapter or Lodge level.

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- (3) The camping requirement is being fulfilled within the two years prior to recommendation date. The adult scouter must have at least **15 days and nights of camping** under the auspices and standards of the Boy Scouts of America, which includes **six consecutive days and five nights of long term camping** (Note: Cub Scout, Webelos, and family camping do not qualify); **short term camping must total ten nights**, excess long-term camping will not count towards the short-term camping nights.

Long-Term Camping	From:	To:	Location:		
Short-Term Camping	Type of Camping:				
From:	To:	Location:	From:	To:	Location:

- (4) The adult leader being recommended for membership in the Order of the Arrow will provide a positive role model for the growth and development of the youth members of the Chapter and Lodge.

This form is to be signed by the District Chairman or designated representative (unless this person is being recommended).

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Position: --- Select ---  
 District Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_

RETURN THIS FORM TO THE CHAPTER ADVISER  
 Chapter Adult Selection Committee Recommendation

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Chapter Adviser District Executive District Representative

Lodge Adult Selection Committee

SELECTED  Lodge Adviser: \_\_\_\_\_  
 Lodge Staff Adviser: \_\_\_\_\_  
 NOT SELECTED  Council Camping Chairman: \_\_\_\_\_



# Frequently Asked Questions

## Q/A: Camping Requirement Interpretation

### **Q: Who decides what camping activities qualify for the camping requirement needed for election to the Order of the Arrow?**

A: With the camping requirement, as with all other eligibility requirements, it is the Unit Leader's job to interpret whether a Scout has met the requirement.

As stated in the *Guide for Officers and Advisers* (#34997A, 1999 revision, page 20):

**"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 Scout spirit (i.e. his adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election."

Other than defining the length of time needed for a camping activity to be considered a long-term camp\*, the National Order of the Arrow Committee leaves the interpretation of the camping requirement to the unit leader.

\* A "long-term camp" is one consisting of at least six consecutive days and five nights of resident camping. A "short-term camp" is anything less than that.

## Q/A: Resident Camping Requirement

### **Q: I have a question about Unit Elections. For the camping requirement of six consecutive days and five nights of resident camping does the camping have to be at a Boy Scout owned and operated camp, or can it be a troop long term campout allowed by the council?**

A: The exact wording of the camping requirement can be found in the current printing of the *Guide for Officers and Advisers* (#34997A, revised 1999). This book sets forth the official policy of the Order of the Arrow on this topic. The pertinent passage, on page 20, says:

"... long-term camp consisting of six consecutive days and five nights of resident camping, approved and under the auspices and standards of the Boy Scouts of America."

It does not say that the resident camp must be at a Boy Scout owned or operated facility. If the national Order of the Arrow committee had wanted to say that, they would have. The language used was very carefully composed. If a troop runs their own long-term resident camp, "under the auspices and standards" of the BSA, it qualifies. The BSA does have very explicit standards for a resident Boy Scout camp, requiring much more than just a week long campout. Your local council camping people can provide more information on what the current standards are.

Some of the confusion may be caused by an error in the current Boy Scout Handbook, which stated the camping had to be at "a local or national council facility", but that is incorrect.

## Q/A: Number of youth present to hold an election

### **Q: How many youth must be present to hold an election in the unit?**

A: At least half (50%) of the active registered scouts in a unit must be present before a unit election can be held.

**Q/A: Who decides and how to place a youth member of the unit on the ballot?**

**Q: Can a unit leader prevent a youth candidate from being placed on the ballot?**

A: Yes. To be eligible for election and to have his name placed on the ballot, each youth member must have the approval of the unit leader.

As stated in the *Guide for Officers and Advisers* (#34997A, 1999 revision, page 20):

**“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 Scout spirit (i.e. his adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.”

**Q/A: Removal of a candidates name after the election**

**Q: Can a unit leader remove a candidate after the election?**

A: No. The unit leader should remove a candidate from consideration for election to the OA prior to the election being held.

As stated in the *Guide for Officers and Advisers* (#34997A, 1999 revision, page 20):

**“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 Scout spirit (i.e. his adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the nominee meets all specified requirements at the time of this annual election.”

Unit leaders must not take a “wait and see” approach where candidates that do not have their approval (or may be questionable) are placed on the ballot to wait and see whether their peers elect them.

**Q/A: Unit conducting their own election**

**Q: Can OA members from the unit where the election is being held conduct the election?**

A: No. The lodge encourages the use of election teams comprised of members of other units when conducting unit elections. This can prevent possible conflicts of interest during the vote count as well as demonstrating that the OA extends beyond the Troop or Team. OA members from the unit the election in which the election is being held should wear their sashes to the unit meeting on the day of the election.

**Q/A: Preprinted election ballots**

**Q: Can a unit use preprinted ballots?**

A: Yes. However, care must be taken to ensure that all candidates' names appear on the preprinted ballot. Excluding a candidate's name and having it “written in” during the election should be discouraged since this may prevent a fair opportunity for this candidate to be elected. If it is discovered that an eligible candidate's name is missing from a preprinted ballot, blank ballots should be used instead, if corrected preprinted ballots cannot be provided.

**Q/A: "All of the above" on ballots**

**Q: Can "all of the above" or none of the above" be included as choices on a ballot?**

A: Yes, to "all of the above": no to "none of the above". The only requirement that is in National OA policy along these lines is that "a voter may list on his ballot any combination of names, including all eligible candidates who he believes are worthy to become members of the Order of the Arrow". A "none of the above" option is not permitted for any ballot, handwritten or preprinted. If a voter feels that none of the candidates are worthy they should turn in an unmarked ballot. If "none of the above" is written or marked on a ballot it should be treated as a "blank ballot" for vote counting purposes.

**Q/A: Elections in Venture Crews**

**Q: Can unit elections be held in Venture Crews?**

A: No. Unit elections can be held in Boy Scout Troops and Varsity Teams under current National OA policy. However, if the members of Venture Crews are currently registered with a Troop or Team, they can be considered as candidates with the Troop or Team as long as they meet the youth membership requirements.

**Q/A: Youth female as members of the OA**

**Q: Are the youth female members of the Venture Crew eligible for election into the OA?**

A: Current National OA policy is that to be eligible as a youth (all members under the age of 21), a candidate must be registered in the Boy Scouts of America, hold the rank of first Class, and fulfill the camping requirements. Youth female members of the Venture Crew are therefore ineligible.

**Q/A: Lone Scouts**

**Q: Can members of the Lone Scout program be elected into the Order of the Arrow?**

A: The following official response is from Clyde Mayer, OA Team Leader:

Lone Scouts **can not** become part of the Order of the Arrow.

The reason for this policy reflects both the way boys become members of the OA, and the underlying purpose of the program.

The only way that youth (under 21) can become a candidate for membership to the Order of the Arrow is by being properly elected by the fellow Scouts in his unit. Lone Scouts, by definition, have no unit. Therefore, there is no way to do a unit election to elect them.

From the philosophical side, the OA exists as a part of the Boy Scout program of the BSA. We ask each member to "...return in service to your unit...", and we attempt to focus strongly on how OA members can serve and support their own troop. Also, part of our purpose is to recognize outstanding Scouts so they can cause others "...to conduct themselves in such manner as to warrant recognition...". Again, Lone Scouts do not have a troop to serve, nor do they have other Scouts in a troop to inspire.

While the Order of the Arrow is a great program for many boys, it is not available to everyone. Specifically, it is not available to boys who are registered as Lone Scouts.

### **Q/A: Participation in a OA call-out at an out of council summer camp**

#### **Q: Can the newly elected candidates participate in an OA call-out at summer camp if that camp is in a different council?**

A: Any candidate desiring to be called out at a resident camp or other event outside his own council may have his unit leader make the arrangements as follows:

1. The unit leader requests the participation in the out of council call-out in advance and in writing to both the registered council lodge and to the lodge where the call-out is requested.
  - a. The request should be sent to the Amangamek-Wipit Lodge adviser and must include the dates the unit will be attending the out of council summer camp; the name of the council/lodge where the call-out will be held, and the name of the lodge adviser or lodge staff adviser for the lodge
2. The lodge of the council where the unit is registered gives permission to the unit leader in writing and sends a copy to the lodge where call-out is requested.
  - a. The lodge will send a letter to the lodge conducting the council summer camp call-out with a copy to the unit leader
3. This process takes time. Too many times the lodge has received such requests a few days, or even hours, before the call-out to provide the request for the out of council summer camp call-out. Unit leaders must recognize that lodge leaders may be away (possibly camping) and may need several days to respond. **It is strongly suggested that such requests be submitted as soon as possible following the unit election or at least several weeks in advance, and that the date of the call-out be included in the request**

The candidate would then be inducted into the Order by his registered council lodge at a later date.

### **Q/A: Out of council ordeal inductions**

#### **Q: Can a candidate participate in an ordeal at summer camp, when the camp is not in the home council?**

A: In virtually all cases, newly elected candidates for membership in the Order, both youth and adult, should complete the Ordeal and be inducted into the Order by the lodge that serves the council in which their unit is chartered. Under special circumstances, newly elected candidates may complete the Ordeal outside their own council if the following conditions are met:

1. The unit leader requests the change in Ordeal completion in advance and in writing to both the registered council lodge and to the lodge where the induction is requested.
2. The reason for the request is religious custom and observance which precludes attendance in the Ordeals of a Scout's home lodge (e.g. Sabbath-observant Jewish Scouts).
3. The lodge of the council where the unit is registered gives permission to the unit leader in writing and sends a copy to the lodge where induction is requested.
4. The out-of-council lodge charges the newly elected candidates the cost of an Ordeal sash, an Order of the Arrow Handbook, and food/facilities only. The Arrowman inducted into the Order outside his registered council lodge should not receive a lodge flap patch, neckerchief, or other OA specialty items, or a membership card from the out-of-council lodge that inducts him. Proof of successful completion of

the Ordeal and induction should be given to the new member in the form of a letter from the inducting lodge, with a copy mailed to the registered council lodge of the newly inducted Arrowman.

5. Upon return to his registered council, the newly inducted Arrowman should present proof of induction to the lodge in that council, pay his dues and other appropriate fees for special items unique to that lodge, and receive a membership card from his registered council lodge.

6. No Arrowman is authorized to wear the OA flap patch of a lodge he is not a member of, even though he may have been inducted into the Order by that lodge.

Participation in Brotherhood conversions are not permitted outside of the home lodge.

### **Q/A: Adult Membership Requirements**

**Q: What are the requirements for an adult to become a member of the OA? I realize that the rank requirement is not an issue but do they have to meet the rest of the requirements that the boys do?**

A: The requirements for adult membership are given on page 21 of the "Guide for Officers and Advisers," #34997A, Revised 1999.

In general, the adult qualifications are different from the youth requirements. Adult selection is based upon their ability to perform the necessary functions to help the Order fulfill its purpose, and is not for recognition as an honor. Selected adult Scouters must be an asset to the Order because of demonstrated abilities, and must provide a positive role model for the youth members of the lodge. Read the section of the guide mentioned above for details.

### **Q/A: Number of Adult Recommendations per Unit**

**Q: I have a question concerning the number of adults that a unit may recommend for membership in the Order. Some publications say 1 adult for every 50 youth, while other publications say 1 adult per troop no matter what the size of the troop. Which is it?**

A: The information in Operations Update 12-07, July 2012, is correct. The change announced in that Update, and effective at the beginning of each lodge's 2013 election season or January 1, 2013, whichever comes first. As the Update says:

"The following will replace the corresponding paragraph on page 21 of the *Order of the Arrow Guide for Officers and Advisers*:

1. Adult leaders in units: 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 adults to the lodge adult selection committee. The number of adults nominated can be no more than one-third 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 twelve months. Recommendations of the adult selection committee, which consists of the lodge adviser, the chairman of the council committee on which the lodge adviser serves, and the lodge staff adviser, with the approval of the Scout executive, serving as the Supreme Chief of the Fire, will be candidates for induction, provided the following conditions are fulfilled:

- Selection of the adult is based on the ability to perform the necessary function to help the Order fulfill its purposes, and not for recognition of service, including current or prior achievement and positions.
- The individual will be an asset to the Order because of demonstrated abilities that fulfill the purpose of the Order.
- The camping requirements set forth for youth members are fulfilled.
- The adult leader's membership will provide a positive example for the growth and development of the youth members of the lodge"

The rest of the adult nomination process, including the membership requirements, review by the lodge adult selection committee, approval of the Scout executive, etc., did not change.

Some publications may still have the old wording that limited a unit to recommending just one adult no matter what the unit size, or wording that provides the number of adult recommendations is based upon the number of youth in the unit. These documents are being corrected as they are updated. Because of publication schedules, some documents may have the old wording even if their print date was after January 2013. These will be corrected in the future.