



Election Forms

The enclosed forms are designed to be reproduced by lodges and distributed for use at unit elections conducted by lodge elections teams.



BOY SCOUTS OF AMERICA®

ORDER OF THE ARROW



BLACK EAGLE LODGE ORDER OF THE ARROW

January 1, 2024

Dear Brothers,

The time is upon us to elect new members into the Order of the Arrow. The Order of the Arrow is Scouting's National Honor Society. The Order is almost as old as Scouting itself and focuses on brotherhood and cheerful service. **Order of the Arrow unit elections may be held through April 1st 2024**. Any elections beyond this date must be approved by the Lodge Adviser.

We understand how busy your unit program is, but giving your older Scouts a chance to engage with their peers from across the Transatlantic Council will reap long term benefits for your unit and the Scouts. Holding an OA election recognizes "honor" Scouts, encourages youth retention in the unit, and provides another motivator for more Scouts to go camping.

The Order of the Arrow is a youth run organization where members (under 21 years old) are elected through a closed ballot vote by their peers in the unit. All registered BSA members under 21 are eligible to vote. Please look at the attached Election Packet for the membership requirements, the election process, and the election reports.

Adults can be nominated to the Order of the Arrow also. Unlike youth members, adults are nominated by their unit adults; for every three (3) youth a unit elects, one (1) adult may be nominated.

As in the past, we ask for elections to be either held virtually or locally run; if other units are not within commuting range of your unit. In this way, we will endeavor to help units run their elections locally, with what support each chapter can offer, while being cognizant of limitations imposed by both geography.

Please look at the following page for your local chapter contact information and ensure you reach out to them prior to scheduling your election.

Thank you for all your dedication and service to Scouting, and we look forward to a great year in the Black Eagle Lodge!

Yours in Scouting,

Nolan Schelly
Lodge Chief
Black Eagle Lodge (482)
blackeaglelodgechief@tac-bsa.org



ELECTION PACKET - 2024



NOTE: This packet can be filled out **completely digitally using a PC or Mac with Adobe Acrobat installed, including the signature blocks! Units are free to print out physical working copies for their records or for conducting their elections, but they are welcome to submit this document digitally as long as all necessary signature blocks are filled out.*

This packet contains nearly everything an election team could need to conduct an election:

Election Instructions

OA Election Report Form

OA Elected Scout Contact Information Form

OA Adult Nomination Form*

*Note: A separate nomination form must be completed for EACH adult being nominated. Adult slots are based on the number of youth elected per unit with a ratio of 1 adult to every 3 youth elected, but units may round up to the next group of 3. For example, a unit with 1 youth elected will get 1 adult slot, a unit with 3 youth elected will get 1 adult slot, a unit with 4 youth elected will get 2 adult slots, and a unit with 7 youth elected will get 3 adult slots.

If the Scoutmaster, Venture Advisor, Ship Skipper, or PRIMARY unit leader is not a member of the Order of the Arrow and has met the camping requirements AND has been in the position for at least ONE YEAR; the unit may choose to nominate this adult and that slot will NOT COUNT against the overall adult allocation for the election year.

Units MUST CONTACT their Chapter to request an election. The Chapter will then give directions on whether a local team can be utilized or if a unit will conduct their election with youth resourced internal to the unit. The 2024 Election Season Contact Information is below:

District	Advisor	Chapter Chief	District Executive
Barbarossa	Paul Skinner	Joshua Y.	John Erskine
Lakota	paulskinsner75@gmail.com		John.Erskine@Scouting.org
Charlemagne	Michael Garst - Temp	Vacant	Trevor Nitz
Mantowagan	lodgeadvisorbel482@tac-bsa.org		trevor.nitz@scouting.org
Edelweiss	Jesse Rhoades	Vacant	Rodney Henk
Achwon Woapalanne	geopro75@hotmail.com		rodney.henk@scouting.org
Horizon	Daniel Littell	Vacant	Sarah Norman
Desert Eagle	deserteagleadvisor@gmail.com		sarah.norman@scouting.org
Mayflower	Frank Sotrines	Vacant	Trevor Nitz
Namassakett	fastmania@aol.com		trevor.nitz@scouting.org
Mediterranean	Jessica Smith	Lucy B.	Rodney Henk
Mamchachwelendam	oamedchapteradvisor@gmail.com		rodney.henk@scouting.org

Units that are instructed to conduct elections on their own will then navigate to the Inductions portal of the OA BSA National Website, review the guide to unit elections, and utilize the video that walks the unit through the election process step-by-step. Units should utilize this video when actually conducting the election since it is designed to standardize the process. We recommend units have sufficient audio/video capability on the night of OA elections in order to facilitate all Scouts being able to view the video. The resources can be found at the following links:

<https://oa-bsa.org/resources/inductions/guide-to-unit-elections>

<https://confluence.oa-bsa.org/display/OATECH/Zoom+For+Unit+Elections>



ELECTION TEAM CHECKLIST AND PROCEDURES

Things to do before the election:

1. Confirm with the unit leader that you will be coming and answer any questions. Remind the leadership that they need at least half of the youth members to attend. Also, ask him/her to remind OA members that they can wear their sash during the election.
2. Print all necessary forms and bring the location and dates to promote TAC Summer Camps.
3. Call your team and remind them of the election date.
4. Get directions to the unit beforehand and arrive ON TIME or early if possible.

Things to do during an election:

1. Talk to the Unit Leader and get a list of scouts eligible (show him the eligibility requirements). You should mention the list during the call before the election.
2. Make sure that enough scouts are present to perform an election (ask the unit for the total number of scouts, then count those who are there – use the worksheet).
3. Introduce yourself and your team to the scouts and talk to them about the OA and the Lodge – Give ‘the speech.’
4. Tell the scouts about the election procedure. Emphasize that they can vote for any amount of eligible scouts that they want and that all, none or some of them can be elected.
5. Perform the election (secret ballot) and count the votes (if necessary have the unit re-vote if zero Scouts are elected the first time).
6. While the ballots are being counted use the break to promote summer camps and serving oncamp staff.
7. Confirm the Names, Addresses, Phone Numbers, **BSA Numbers**, **Birth Dates** and E-mail addresses of all the elected candidates on the Elected Scout Contact Information form and submit the completed form. Ensure the Scouts write clearly – having them print in all capital letters might help.
8. If the Committee wishes to nominate adults, have him/her complete the nomination form for adults.
9. Verify with the unit if they wish to announce the results the same night or defer the results to a later event during a formal call-out ceremony.

AFTER THE ELECTION, THE UNIT ELECTION FORM MUST BE EMAILED TO **FOUR** DIFFERENT EMAILS IN THE “TO” LINE!

1. The Lodge Registrar, Jen Guth (BELregistrar@tac-bsa.org)
2. Lodge Advisor, Michael Garst (LodgeAdvisorBEL482@tac-bsa.org)
3. Chapter Adviser (see contact info above)
4. District Executive (see contact info above)

You will then receive confirmation from the Chapter that the packet was received



ELIGIBILITY REQUIREMENTS & ELECTION PROCEDURES

The Order of the Arrow is Scouting's National Honor Society, and exists to promote camping and the spirit of cheerful service throughout the Scouting Community. Each year, Scout Units elect some of their members into this Order. Both youth and adult leaders may be elected.

Youth Eligibility Requirements:

1. Be a registered member of the Boy Scouts of America.
2. At the time of their election, youth must be under the age of 21, hold the Scouts BSA First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, and following approval by the scoutmaster, crew advisor or Sea Scout skipper, be elected by the youth members of their unit.
3. The youth must have experienced 15 nights of camping while registered with a troop, crew or ship within the two years immediately prior to the election. The 15 nights must include one, but no more than one, long-term camp consisting of at least five consecutive nights of overnight camping, approved and under the auspices and standards of the Boy Scouts of America. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts. Reminder that per the Supreme Chief of the Fire, that cabin camping at Avantura counts toward the camping nights' requirements
4. Assistant scoutmasters who are 18, 19 or 20 years old are also considered to be youth members for the purpose of OA elections. All requirements shown above must be met for a young assistant scoutmaster to be eligible for election.

Prior to the annual election, the unit leader must certify the nominee's Scout spirit and youth membership qualifications. Voting for youth candidates will be based on their spirit of brotherhood, cheerfulness (no matter how tiresome their duties), and a willingness to give unselfish and wholehearted service to others at all times.

Adult Membership Qualifications

Each year, upon holding a unit election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults, 21 years of age or older, 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 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 12 months. Recommendations of the adult selection committee, with the approval of the Scout executive, will be candidates for induction, provided the following conditions are fulfilled:

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



All adult nominations must be submitted no later than April 1st 2024.

Nomination forms are reviewed by members of the Lodge's Adult Selection Committee (including the Lodge Adviser, Lodge Staff Adviser, and Council Camping Chairman. If the committee approves a nominee, his/her name is then forwarded to the Scout Executive for selection. Your unit Chairman's endorsement of an adult for OA membership is the first step but does not necessarily confirm approval by the selection committee.

=====

In order to prepare for the election, units should prepare a list of youth who meet the above eligibility requirements, including rank, addresses, and phone numbers. At least half (50% of your registered, active membership must be present in order to conduct a valid election. All youth members and leaders (under 21 years) are eligible to vote in the election.

Membership Eligibility update for 2024:

The Order of the Arrow unit election is often the first step in a Scout's Quest for the Arrow. Without that initial opportunity, there is no chance for future OA experiences. Unfortunately, Scouts are sometimes prevented from being elected due to errors that occur on the unit side. Previously, national policy held that a unit may request only one election per year, even if the unit leader later recognized an error adversely impacted the election process and results.

Therefore, the National Order of the Arrow Committee approved changes to the policy to allow for "make-up" unit elections if such an incident arises. An example of such an error might include a Scout being excluded from the election due to a mistake regarding the reported number of camping days and nights. Effective Oct. 1, 2023, OA policy will expand to include:

"If an error in the election process is identified after conducting the original election, the unit leader may submit a request to the lodge executive committee for a second election to be held on behalf of only the affected individual(s) in the unit. Approval of an additional election is solely at the discretion of the executive committee of the lodge."

In summary, the LEC is empowered to approve any additional elections for impacted individuals. This policy change will expand the agency provided to lodge leadership and the Supreme Chief of the Fire to ensure unit elections are conducted appropriately and consistent with the standards established by the national committee, which can be found in the Guide to Unit Elections. Of course, it is of the utmost importance that unit leaders are the arbiters of the unit's relationship with the local OA lodge and chapter and that elections are carried out properly. However, this provides a new opportunity to rectify any errors and mistakes during the process.

This new policy will positively impact youth participation and hopefully open the door to more Scouts joining our honored organization!

For the latest membership information, please visit oa-bsa.org/about/membership.

Unit Election Report

Lodge and Council _____

Unit type _____ Unit No. _____ Date of election _____

No. of registered active youth _____ No. of youth present _____

NOTE: At least half of the registered active unit members must be present to hold an election.

(Fill in names and ranks of eligible youths before election.)

Name	Rank/Award	Check if Elected	Name	Rank/Award	Check if Elected
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>

I certify that the above youth members are eligible and approve them as nominees for election. I also understand that the election results will be final for the year.

Unit leader's signature

Number of members eligible _____

Number of ballots turned in _____

Number of votes required to be elected _____

Number elected _____

Mail or email election report to

Election team members' signatures:

BELregistrar@tac-bsa.org

LodgeAdvisorBEL482@tac-bsa.org

Please add Advisors/DE emails from Page 3

List names, genders, postal and email addresses, home and mobile phone numbers, and BSA ID numbers of those elected on the back of this form. Write clearly!

Information on Youth Members Who Were Elected

Chapter / District

Unit type _____ Unit No. _____ Date of election _____

Name	Address City, State & ZIP Code /Country	Scout Email	Phone # Birth Date	BSA ID# Gender
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F

Notes

--

Unit Election Evaluation Form

Unit Type: _____ Unit No.: _____ District: _____
Location: _____ Date of Unit Election: _____
Unit Leader: _____ Phone No. _____
Order of the Arrow Unit Representative: _____
Order of the Arrow Unit Adviser: _____

Yes	No	Item
<input type="checkbox"/>	<input type="checkbox"/>	Did the unit elections team arrive on time?
<input type="checkbox"/>	<input type="checkbox"/>	Was the unit elections team in proper uniform?
<input type="checkbox"/>	<input type="checkbox"/>	Was the team courteous to leaders and Scouts?
<input type="checkbox"/>	<input type="checkbox"/>	Was the team knowledgeable of election procedures?
<input type="checkbox"/>	<input type="checkbox"/>	Did the team have the correct forms?
<input type="checkbox"/>	<input type="checkbox"/>	Was the unit leader advised of the election procedures?
<input type="checkbox"/>	<input type="checkbox"/>	Was the unit leader advised in advance of the choices available for call-outs?
<input type="checkbox"/>	<input type="checkbox"/>	Was the election conducted in accordance with Order of the Arrow and Boy Scouts of America rules, policies, and procedures?
<input type="checkbox"/>	<input type="checkbox"/>	Were any other presentations, such as camp promotion, well-presented?
<input type="checkbox"/>	<input type="checkbox"/>	Did the election offer a clear statement of criteria on which Scouts should base their vote?
<input type="checkbox"/>	<input type="checkbox"/>	If the unit leader decided to have the newly elected candidates called out, was the call-out impressive?
<input type="checkbox"/>	<input type="checkbox"/>	Did the unit's Order of the Arrow unit representative help conduct the unit election?

What was your overall impression of the unit election? _____

How could it have been improved? _____

What can the Order of the Arrow do to better serve your unit? _____

Signed (Unit Leader)

Signed (Order of the Arrow Unit Representative)

Signed (Order of the Arrow Unit Adviser)

Return this form to the Order of the Arrow unit elections chair: _____
Address: _____ Email: _____

Adult Candidate Nomination Form

Each year, upon holding a unit election for youth candidates that results in at least one youth candidate being elected, the unit committee may nominate registered unit adults (age 21 or over) 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 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 they have served as unit leader for at least the previous 12 months. Recommendations of the lodge adult selection committee, with the approval of the Scout executive, serving as Supreme Chief of the Fire, will be candidates for induction, provided all conditions are fulfilled. Consult the [Guide for Officers and Advisers](#) for procedures for district and council Scouters.

Please print clearly and complete all of the information requested

Lodge & Council: _____

District: _____ Unit Type: _____ Unit #: _____ Position: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Address: _____ Country: _____

City: _____ State: _____ Zip Code: _____ Gender: ☐ M ☐ F

Birth Date: _____ Years as Adult: _____ Evening Phone: _____

Email Address(es): _____

Scout as Youth / Rank: _____ BSA ID#: _____

Training Completed: _____

BSA Positions Held: _____

Community Activities: _____

Employment / Trade: _____

Camping Requirement*: _____

* The camping requirement for youth candidates must be fulfilled by adults for them to be considered. To be eligible, the adult must have completed 15 nights of Scout camping during the two years immediately prior to nomination. The 15 nights must include one, but no more than one, long-term camp consisting of five consecutive nights of overnight camping, approved and under the auspices and standards of the BSA. Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance must be overnight, weekend, or other short-term camps of, at most, three nights each. Ship nights may be counted as camping for Sea Scouts. Include above the dates and location of the long-term camping experience.

Please also make a brief statement regarding the individual for each item on the back of this page.

Nomination for Unit Scouters: The adult leader, who fulfills the above requirements, is nominated for membership consideration in the Order of the Arrow.	
Date: _____	
Unit Leader:	
_____	_____
Print Name	Signature
Committee Chair:	
_____	_____
Print Name	Signature
Nomination for District/Council Scouters: The adult leader, who fulfills the above requirements, is nominated for membership consideration in the Order of the Arrow.	
Date: _____	
Nominator:	
_____	_____
Print Name & Position	Signature

Adult Candidate Nomination Form

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

- As Scouting's National Honor Society, the Order of the Arrow's purpose is to:
 - Recognize those who best exemplify the Scout Oath and Law in their daily lives and through that recognition cause others to conduct themselves in a way that warrants similar recognition.
 - Promote camping, responsible outdoor adventure, and environmental stewardship as essential components of every Scout's experience, in the unit, year-round, and in summer camp.
 - Develop leaders with the willingness, character, spirit, and ability to advance the activities of their units, our Brotherhood, Scouting, and ultimately our nation.
 - Crystallize the Scout habit of helpfulness into a life purpose of leadership in cheerful service to others.

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 of the Arrow, in the following manner:

2. This adult leader's membership will provide a positive role model for the growth and development of the youth members of the lodge because:
