

Unit Elections Team Checklist

Before the Election

Before the election, the unit elections chair, with any necessary help from the unit elections team members, will need to:

- ❑ **Get information about the unit.** Get the name and phone number of the unit leader and OA unit representative and adviser, the location where the unit meets, and the date and time of the election from the chapter or lodge unit elections chair.
- ❑ **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 unit.
- ❑ **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 leader should be provided the Adult Candidate Nomination Form at the unit election along with information on the adult candidate nomination process (found in the [Guide to Inductions](#) and in the [Guide to Unit Elections](#)) and the address to return the completed form to.
- ❑ **Arrange for Video Equipment.** Arrange with the unit leader to have a TV or projector with laptop or DVD player available to show the unit elections video.
- ❑ **Prepare ballots.** If your lodge uses pre-printed ballots, send a sample ballot, in advance, to the unit leader so that the leader can enter the name of eligible Scouts and make a copy for each voter.
- ❑ **Send information.** If the unit leader does not have a copy of the [Letter Announcing Elections \(page 7\)](#) and the [Adult Candidate Nomination Form \(page 37\)](#), send them a copy.
- ❑ **Contact the OA unit representative.** Review the elections procedure with the OA unit representative and their adviser several weeks before the election. If an Arrowman from the unit is to take a speaking part, they need to be provided a copy of the script in advance, so that they can be well-prepared. Ask the OA unit 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 unit representative should remind all Arrowmen, both youth and adults, to be in full uniform with sash.
- ❑ **Confirm that the elections team is available.** The elections team leader should check with team members to make sure that they can participate and have no conflicts. If needed, recruit or call alternates 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 election is being held. Confirm a time and meeting place for departure.
- ❑ **Reconfirm with the unit.** Contact the unit leader and OA unit representative and their adviser three to four days before the meeting to reconfirm the election time, date, and location.
- ❑ **Reconfirm with the unit elections team.** Contact the unit elections team three to four days before the meeting to reconfirm the election time, date, and location.

Remind the team members to wear their complete uniform with sash.

- ❑ **Get supplies ready.** Ensure that the unit elections team has enough ballots, pens or pencils, the youth and adult forms, the elections video, the [Unit Elections Ceremony](#) (*Guide to Inductions* resources section) and handouts with information about the upcoming Ordeals.
- ❑ **Deal with scheduling conflicts.** If a conflict should develop that prevents the unit elections 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 unit elections team needs to set a good example by being in complete, correct Scout uniform with OA sashes.
- ❑ **Bring supplies.** Bring a supply of pencils, paper, or preprinted ballots sufficient for the expected number of voters.
- ❑ **Bring forms and handouts.** Bring copies of the [Sample Letter Announcing Elections](#), [Unit Election Report](#), [Adult Candidate Nomination Form](#), [Unit Election Evaluation Form](#), and handouts with information about the 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 Election Report](#) (page 33) at this time.
- ❑ **Get contact information of those eligible.** Record the names, addresses, phone numbers, email addresses, BSA ID numbers, and dates of birth of all those eligible to be elected before the meeting. The team might otherwise give away the results of the election by after the election asking only for the names and addresses 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 determine which Scouts are active members. If at least half the active members are not present, the election must be rescheduled.
- ❑ **Assign duties.** Talk with the OA unit representative, their adviser, and any other OA members in the unit who want to help with the election. Give out assignments to these 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 Nomination Form](#). Advise the unit committee of when and how they will be notified of the lodge adult 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 whether 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 they receive the votes of at least half the voters 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 Election Report.** Immediately after the unit election, the [Unit Election Report](#) is completed and signed by the unit leader and the elections 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 immediately after the election, the unit elections team should be prepared to present a ceremony that includes all the 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 the Ordeals. If the results were not announced, inform the unit leader and OA unit representative of the date, time, and place when the next call-out ceremony will be held and alternate call-outs. Also, provide the unit leader and the OA unit representative the handout containing the information about the upcoming Ordeals.
- ❑ **Identify potential elections team members and elangomats.** Find out if any of the Arrowmen 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 who are interested.
- ❑ **Complete the evaluation.** Give the OA unit representative and their adviser the [Unit Election Evaluation Form](#) and a self-addressed, stamped envelope or website address where the evaluation can be submitted. Have them, with input from their unit leader, fill out the form in private and return it directly to the unit elections committee chair.
- ❑ **Thank the unit leader, the OA unit representative and their adviser, and any Arrowmen who assisted in the election.** Make them feel proud of the work they did.

After the Election

After the election, the unit elections chair, 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 Election Report](#) to the unit elections committee.
- ❑ **Turn in adult recommendations.** Turn in adult recommendations to the lodge adult 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 chairs 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 percent of the active members of the unit were not present, inform the unit elections committee immediately so that the election can be rescheduled as soon as possible.