



BOY SCOUTS OF AMERICA®  
ORDER OF THE ARROW



*Egwa Tawa Dee*

**Chapter Officers and Advisers Guide to  
Conducting Unit  
Elections in Troops, Crews & Ships  
(2021 Edition)**



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Egwa Tawa Dee Lodge  
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### **Scouting's Barriers to Abuse**

Two-deep leadership for all Order of the Arrow activities must meet the requirements of Scouting's Barriers to Abuse, which can be found at [www.scouting.org/Training/YouthProtection.aspx](http://www.scouting.org/Training/YouthProtection.aspx). The relevant portion of this policy is quoted below:

Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader over 21 in every unit serving females. A registered female adult leader over 21 must be present for any activity involving female youth. Notwithstanding the minimum leader requirements, age and program appropriate supervision must always be provided.

### **Adult Supervision/Coed Activities**

Male and female adult leaders must be present for all overnight coed\* Scouting trips and outings, even those including parent and child. Both male and female adult leaders must be 21 years of age or older, and one must be a registered member of the BSA

\* Please note: If any female is present, of any age, the event is considered coed.

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## USE OF THIS GUIDE

The *Chapter Officers and Advisers Guide to Conducting Unit Elections in Troops, Crews and Ships* provides Lodge and Chapter Officers and Advisers with a single source guide to the procedures that Chapters and Chapter election teams should follow when conducting unit elections in Scouts BSA Troops, Venturing Crews and Sea Scout Ships. It is designed to be used by Chapters in conjunction with the *Unit Leaders' Guide to Holding an OA Election in Troops, Crews and Ships* (Unit Leader's Guide) which should be provided to every unit leader in the Chapter area. It also includes additional information concerning nominations of non-unit registered adults, which is not included in the Unit Leader's Guide.

The content in this guide has been prepared from National Order of the Arrow publications, particularly the 2019 Editions of the Guide for Officers and Advisers (GOA 2019) and the Guide to Unit Elections (GUE 2019). It does not supersede and cannot contradict current Order of the Arrow unit election rules and policies.

## WHAT IS NEW FOR 2021

In August 2020, the National Committee of the Order of the Arrow, released an update to Lodgemaster, the Order of the Arrow's on-line system for managing lodge membership, that contained a new inductions and unit elections management module. This module automates many of the election tasks including dates, communications to units and candidates, election forms and reports.

## FEEDBACK

Chapter officers, advisers and election team members are encouraged to submit your comments, suggestions, and questions pertaining to this guide by sending an email to [unitrelationschairman@aaacegwa.org](mailto:unitrelationschairman@aaacegwa.org).

## INTRODUCTION

So, you've been tasked with administering a Boy Scout unit's Order of the Arrow election. This is no easy task; you will be the first interaction many members of the unit will have with the Order of the Arrow, but don't fret! Those who elected you (or if you are an adult, nominated you), believe in you. Helping others take their first step toward Brotherhood is a rewarding experience.

"Conducting a high-quality unit election is single handedly one of the most important aspects of the Order of the Arrow (OA). It's not only the first step in the induction process but is the first-time many unit leaders and scouts have been exposed to the OA. The value for conducting a high-quality unit election will not only have a tremendous impact on the scouts within the unit but will inspire them to continue embarking through the induction process and activate their experience as a future Arrowmen."

"The training, logistics, recruitment that goes into conducting unit elections mobilizes the entire lodge. Those are skills that can be used in every single other part of the lodge program."

"Conducting an election in every unit develops a relationship between the OA and every part of the council's geography."

Eric Harrison  
National Vice Chief  
Order of the Arrow  
2019

## ROLES & RESPONSIBILITIES

### The Lodge:

The NOA Guide for Officers and Advisers (GOA) places the responsibility for conducting unit elections on each of the over 268 Lodges that make up the Order of the Arrow.

“The lodge will determine the time of the 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 units going to summer camp. This insures that the maximum number of unit members can be present to vote in the election. For this reason and to avoid improper out-of-council unit requests, elections should not be conducted at summer camp.

Within Egwa Tawa Dee, the unit election process is overseen by the **Executive Vice Chief**, who is advised by the Lodge Adviser. The **Unit Relations Committee** functions as the Lodge elections committee and has the responsibility for:

- Coordinating all unit elections in the council;
- Providing assistance to Chapter unit elections teams as needed;
- Monitoring elections for compliance with the Lodge Performance Measurement Program;
- Maintaining accurate records of election results;
- Communicating election results to Ordealmaster and Executive Vice-Chief.

Based on guidelines published by National, the committee sets standards that Chapter officers, advisers and election teams are expected to follow when conducting elections within their respective Chapter areas.

### Chapters:

Because the Atlanta Area Council is one of the largest Council in the BSA, covering 13 counties with over 300 Troops, Crews and Ships, the Lodge has made unit elections a core mission of each Chapter. While in most cases, the Chapter area is the same as one of the Districts established by the Council, in some cases a Chapter area will be composed of more than one district.

It is up to the chapters to determine the process for conducting elections within their Chapter area within the guidelines set by the Lodge. A strong effort to reach out to every unit, at least once each year, will help with the chapter’s goals.

Each Chapter is expected to complete unit elections in 90% of troops, crews, and ships within the Chapter area. A unit election is considered complete when:

- The unit leader is directly contacted by, or contacts the chapter, to arrange a unit election in the applicable year, AND
- If the unit has eligible youth, an election is conducted by a chapter election team.
- If the unit has no eligible youth, the chapter requests the opportunity to visit the unit to make a presentation on the chapter and the election process (while it is hoped most units will respond positively to these requests, the chapter is not penalized if the unit leader declines the request).

Only one election can be held in a unit each year. Before the election, the unit leader must verify to the OA unit elections team 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, and the election should be rescheduled.

Chapters are expected to meet the Lodge goal of inducting 90% of all youth and young adult Ordeal candidates.

#### **Chapter Chief:**

- Manage all unit elections in your district(s) with integrity within the time frame established by the Lodge.
- Conduct a call out within the time frame as specified by the Lodge in coordination with District leadership;
- Maintain accurate election records and provide copies within the deadline set by the lodge.

To meet these responsibilities, the Chapter Chief may appoint a Chapter elections team chief (unless that role is assigned to another officer in the Chapter rules) or may serve as the elections team chief. The Chapter Chief also sees to it that all election team members are trained and know the rules for conducting unit elections.

#### **Chapter Adviser:**

- Understands the policies and principles of the OA and the Lodge with regard to unit elections and unit visits and ensures that they are followed in the Chapter;
- Is familiar with Lodgemaster and understands how to effectively use the inductions and election module features;
- Ensures that the Chapter officers and elections teams complete all unit elections within the time limits set by the Lodge by providing them with tools, opportunities,

and necessary transportation;

- Appoints a responsible adult OA member to serve as the adviser to the Chapter election teams;
- Provides Chapter officers and election teams with accurate lists of all troops, crews and ships within the district so that proper contact can be made for unit elections, camping promotion, etc.;
- Assists the election teams in contacting unit leaders when necessary (see Note below);
- Ensures that elections teams submit copies to the Chapter Adviser of all unit election reports or unit visit reports within 48 hours of an election and required candidate information within one week of the election;
- Ensures that copies of all unit election reports and candidate information forms are either posted to the designated Lodge website or provided to the Unit Elections Committee within 14 days of the election;
- Maintains copies of all unit election reports, unit election evaluations and candidate information for one year after the election season;
- Reviews for completeness all adult nominations submitted by unit committees and district officers and, if complete, endorse and transmit them to the Lodge Adviser or his or her designee.
- Promptly notifies the Lodge Adviser and the Unit Relations Committee of any issues that may affect the integrity of a unit election or may impact the ability of the Chapter to complete all unit elections within the time limits set by the Lodge.

**Note:** Because “one-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting,” adult unit leaders cannot engage in direct phone conversations with under 18-year-old OA members unless another registered leader or parent is a party to the call. While email can be used to communicate with many unit leaders, the Chapter Adviser or a designated adult OA member from the Chapter may need to communicate directly with unit leaders in order to schedule the date, time and location of the unit election or unit visit.



### **Chapter Staff Adviser:**

In most districts, the District Director (DD) or District Executive (DE) is, by virtue of his or her position, an ex-officio member of the Lodge and the chapter staff adviser, even if the individual has not been inducted into the OA (GOA 2019). While the Chapter staff adviser is not normally involved directly in unit OA elections or visits, he or she can:

- Provide the Chapter Adviser with up-to-date rosters of all Troops, Crews and Ships within the district along with contact information for the unit leaders;
- Assists the Chapter officers with distributing information about unit OA elections and chapter activities to units in the district.

### **Chapter Unit Election Team(s)**

- Chapters officers are responsible for recruiting and training an adequate number of unit election teams based on the size of the Chapter area and the number of Troops, Crews, and Ships located within their area.
- When recruiting election team members, youth members of the team should not be tasked with performing so many unit elections such that they end up neglecting their responsibilities to school, their families and their Troop Crew or Ship.
- Good unit election teams have their members attend unit elections training to refine their skills and presentation. The national OA website and the Lodge website have resources for conducting unit elections (see Resources section).
- The ideal unit election team should consist of two or three-youth members, plus an adult adviser. At least one member of each team must be from a unit other than the unit holding the election. Per OA rules, no troop may hold their own elections; they must be conducted and certified by OA youth members from another unit, or election team. Members of the unit may assist in the election if they are members in good standing in the Lodge.
- Chapters election teams will conduct unit elections only for units within their chapter area unless the Lodge Adviser has authorized the Chapter to conduct the election outside their area.<sup>1</sup> Lodge officers, advisers and members of the Unit Relations Committee, may assist with any unit election.

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<sup>1</sup> Generally, these will be approved only when, due to the shifting nature of district boundaries, a unit is located outside the Chapter area with which it has a strong, long standing and on-going relationship.

- With the prior approval of the Unit Relations Committee Adviser and the Lodge Adviser, a Lodge election team may conduct a unit election.
- The unit elections team needs to be prepared and do an excellent job when it visits a unit. Most of the members of the unit will never become members of the OA. Their experience with the OA during the unit elections may be their only exposure to the OA. The performance of the unit elections team can create a very positive image of the OA with both the youth and adult members of the unit. The team must ensure that elections are meaningful experiences for the Scouts and leaders, for Arrowmen in the unit who are conducting the election, and for the new candidates being elected.
- Resources that should be used by all unit elections teams are included in this guide: the steps that need to be taken when “Preparing for Elections” (beginning on this page) (things the unit elections team should do before, during, and after each unit election), which include the Unit Elections Rules that begin on page 14).

### **Preparing for Elections**

1. “Constant Contact”
  - a. Don’t wait till the month when elections are supposed to begin to start preparing;
  - b. Beginning in December, Lodgemaster will send emails to the unit leader and unit committee chair, telling them about the election season and inviting them to schedule their unit election. They will receive reminders every 15 days until they either schedule a date for their unit election or decline the election;
  - c. Lodgemaster uploads unit contact information for all chartered units in the Atlanta Area Council. During election season, the Lodgemaster Team will update this information at least once a month. Chapter Advisers and designated Chapter elections team members can be given access to this information.
  - d. Re-Verify Unit Leaders in January (after Recharter)
  - e. Communicate with them – “Adults talk to adults.”
    - i. Have someone new contact the difficult unit.
    - ii. Don’t give up on a unit if they don’t respond – you may have bad contact information.
    - iii. Be prepared to answer the question “why I should want my scouts to be in the OA?”

Becoming a member of the OA is not designed to take Scouts away from their unit. After they are inducted into our

Brotherhood of cheerful service, we encourage them to serve your unit by teaching skills to younger Scouts, helping to promote weekend and summer camp, helping with leadership and service activities, and serving as a positive role model for younger Scouts. In other words, they can be your unit's in-house, go-to, service corps. The Order is designed to keep Scouts in Scouting as they mature.

- f. Provide each unit leader with a roster of their OA members (LodgeMaster can produce unit OA rosters).
2. Develop a tracking system for your chapter to keep up with and communicate with candidates after they are elected.
3. Select & Train Chapter Election Teams
  - a. "The more unit election teams you have, the better the unit elections will be"
  - b. An election team should consist of at least two youth and one adult; members should be from other units, but unit OA members may be a part.
  - c. Get Chapter Chief/Officers involved
  - d. Recruit team members
    - i. Identify OA members in units - Invite them to be on team
4. Recognize team members!
5. Prepare a standard election packet:
  - a. OA Unit Election Report (from Lodgemaster)
  - b. Ballots
    - i. Use the pre-printed ballots prepared by Lodgemaster.
    - ii. If pre-printed ballots are used, team/unit cannot add names to a pre-printed ballot so blank ballots are required
  - c. Talley sheet for counting votes
  - d. OA Unit Election Evaluation Report
  - e. Lodgemaster Candidate Information Form
  - f. Adult nomination forms
  - g. Candidate "Welcome and congratulations" letters from your Chapter
6. Prepare a New Candidate letter or packet. In it, the Chapter Chief should:
  - a. Congratulate the candidate on her/his election;
  - b. Remind the candidates that the next step is Induction; give the dates and locations of the Induction Weekends and tell them how to register;
  - c. If there will be a formal call out, provide the date, time and location of the call out ceremony;
  - d. Provide the date, time, and location of any Chapter events which are open to candidates;

- e. Provide the web addresses for the Lodge and Chapter website and Facebook pages, and
- f. Provide an email address which the candidate or his/her parents can use to get questions answered.

**In the Days Leading Up to the Election:**

1. Contact the unit leader:
  - a. To confirm they have scouts who are eligible and/or meet the current membership requirements. Remember that Scouts are eligible up to 21 to be voted in/cast ballots.
  - b. If the unit uses Troopmaster or Scoutbook software, ask the unit leader to send you a copy of the "OA Eligibility Report" (Crews and Ships may not use either system to track OA eligibility.) The Chapter Adviser, his or her designee or the unit election team, should request this list be provided to the Chapter not less than 24 hours prior to the date of the election so this information can be inputted into Lodgemaster.
  - c. Ask for an approximate headcount of the eligible youth in the unit so you can bring enough ballots, congratulatory letters and Candidate instructions with you.
  - d. Ask if the unit has an OA Unit Representative and plan to use the OA Unit Representative and other active unit OA members to help with the election;
  - e. Confirm who will be printing the ballots.
    - i. Beginning in 2021, Lodgemaster automatically prepares the ballots and the unit elections report for each unit elections.
    - ii. If the Chapter is providing pre-printed ballots, send the unit leader a copy for her/him to proof;
    - iii. Bring blank ballots (just in case)
  - f. Confirm the Time of the Vote/Location of the Unit's meeting place
  - g. Discuss how announcing the election results will be handled.
    - i. Will you be announcing the results that night (preferred), or
    - ii. Will the Unit Leader inform the group at a later time such as a Campout or Court of Honor?
2. Confirm the election team leader and team members know when, where and what time they are to be at the unit.
3. Print copies of the election packet (generally, one ballot per Scout on the unit's roster is needed);
4. Assemble materials:
  - a. Supplies
  - b. Paper
  - c. Extra pencils (for the unit members).

- d. Extension cord
- e. Equipment for PowerPoint or video; Make sure it works before you arrive
- f. Bring cables to hook up to any kind of system
- g. Unit Election packet (without the proper forms, you will be unable to complete the election):
  - i. Ballots (pre-printed & blank)
  - ii. Unit Election Report
  - iii. Youth Candidate Information form
  - iv. Unit Election Evaluation
  - v. Talley sheets
- h. Congratulatory letters and Candidate instructions
- i. A Copy of this guide, and the Guide to Unit Elections (National & Lodge)
- j. Camping Promotions packet
- k. Election ceremony script.

### **Day of the Election**

Your visit is often the first time potential Arrowmen are introduced to the Order

*“A good first impression can work wonders.”*

J. K. Rowling

Before and When You Arrive:

1. Bring a copy of these guidelines with you in case you need it as a point of reference;
2. Bring the Election packet and materials with you;
3. Arrive at the location at least 15 minutes before the scheduled election time. Remember: “If you are early you are on time; if you are on time, you’re late; if you are late, you are disrespectful;”
4. Be in the correct Class-A uniform. A clean Scout shirt, scout shorts/pants, scout socks, and your OA Sash. You are representing the Lodge and your Chapter; do not look like you just rolled out of bed;
5. Confirm who on the team is doing what. Generally, youth team members should talk to youth members of the unit; the adult adviser should talk to adult leaders;
6. Introduce yourself to the top adult leader/top youth leaders present. Ask the adult leader to verify at least half (50%) of the registered active Scouts are present to hold an election. This is a unit calculation. Fill out their answer on the Election Report;

7. Only the Scouts (up to the age of 21) can vote. No absentee ballots or someone voting for others;
8. No discussion should be had between voters about the ballots;
9. No “campaign” speeches are allowed.

### **Unit Election Rules**

*[The rules in this section are reprinted from the NOA Guide to Unit Elections. Where the Lodge has adopted procedures to supplement the national rules, they are printed in italics.]*

#### Elections of Youth Members

1. The number of registered active members and the number present are entered in the spaces provided on the Unit Election Report (*see Appendix D*). If the unit leader is a member of the Order, he or she may explain to the group the purpose of the Order of the Arrow, the criteria 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 unit elections 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 unit elections team.
2. *If the unit has not already provided the team with this information*, the unit leader provides a list of registered active members of the unit who meet all eligibility requirements, including attitude and participation. The names *and ranks* of these members *must be* entered on the *unit election report form prior to the election*<sup>2</sup> so the unit leader *can* sign the certification. It is important that the list be complete, as only one election can be held in a unit each year.<sup>3</sup>
3. The elections 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.
  - A voter may list on their ballot any combination of names, including all eligible candidates they believe are worthy to become members of the Order of the Arrow.
  - *Any mark on the ballot next to the eligible Scout’s name will be counted as a vote for the candidate.*

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<sup>2</sup> If an eligible Scout has informed the unit leader that he or she does not want to be considered for election, they may be omitted from the Unit Election Report and pre-prepared ballots, but still should be included in the roster of eligible Scouts.

<sup>3</sup> Even if a mistake is made by the unit or the OA elections team and an eligible Scout’s name is omitted, once the unit has voted, there can be no supplemental election.

4. The OA unit elections team conducts the election. A unit election ceremony is contained in the resource section of the OA Website available at [oa-bsa.org/resources/ucl-support/lodge-program-resource-videos](http://oa-bsa.org/resources/ucl-support/lodge-program-resource-videos). 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 unit.
  - 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.
5. When the voting is finished, the OA unit elections team counts the number of ballots turned in and enters the numbers on the Unit Election Report.

### Counting the Ballots

1. The votes are counted in private by the Election Team to determine who has been elected. The unit leader or another adult leader designated by the unit leader, may observe the counting.
2. All votes count equally and any mark next to a name is counted as a vote for the Scout. A blank ballot does not count towards the number of ballots/votes cast. If at least one person has been elected, the election result is final.
3. If no one is elected, the OA team announces this fact *to the unit* and states that the unit will now be given the opportunity to vote again.
  - a. Time is allowed for further explanation of the purpose of the Order and the election procedures, and for any questions. (No discussion or information about the votes is to be revealed at any time.)
  - b. The second ballot is then held immediately, and if the unit still does not elect anyone, this is the final result for the year's election.

### Example One – Counting Election Ballots

- Ten (10) Ballots are turned in (with votes on them)
- 4 youth are eligible from the Crew: Jennifer, Fredrick, Markus, and Dexter.
  - o Dexter gets 4 votes.
  - o Fredrick gets 6 votes
  - o Markus gets 5 votes

- o Jennifer gets 5 votes.
- Jennifer, Markus and Dexter were elected as each one of them got votes from one half (or more) of the Scouts who turned ballots in.
- Dexter will have to try again next year.

#### Example Two – Counting Election Ballots

- Eleven (11) ballots are turned in (with votes on them)
  - o Note: Because of the odd number of ballots, round up to next even number (in this case from 11 to 12).
- 4 youth are eligible from a Scouts BSA Troop: Dave, Sanjay, Jonah, and Alex.
  - o Dave gets 7 votes
  - o Sanjay gets 6 votes
  - o Jonah gets 8 votes
  - o Alex gets 5 votes
- Dave, Sanjay, and Jonah were elected. Each one of them got votes from one-half (or more) of the Scouts who turned in ballots.
- Alex will have to try again next year.

**Announcement of results.** As soon as the election is completed, the unit leader may or may not choose to announce to the entire unit the names of members who have been elected. *Make sure the unit leaders understands that once the election results are posted to Lodgmaster, candidates and their parents will begin receiving emails from the Lodge and the Order within one week of the election reports being submitted.*

#### After the Election

1. Meet with all the candidates who were elected.
  - a. Let the new candidates know that we look forward to welcoming them into our Order.
  - b. Obtain basic contact information from each candidate and enter it on the OA Candidate Information Form.
  - c. Tell each candidate that they and their parents will be receiving emails from the Lodge with information about the upcoming inductions. Among those emails will be one inviting them to join the Order of the Arrow Member Portal. When they receive this email, they need to follow the instructions and create a new ArrowID account to access the portal.
  - d. Once they have created an Arrow ID account they will be able to login and access their information, register for ordeal, and more.
2. Thank the unit for allowing the team to conduct the election thank the Unit Leader and anyone who helped for their assistance with the election.



3. If the unit is announcing or “calling out” the new candidates at the meeting, please make sure each one gets the congratulatory letter and Candidate instructions packet for the current year. Please bring enough copies with you to hand out.
4. Unit Election Report:
  - a. Review the Unit Election Report to make sure that it contains all the required information. If any information is missing (i.e., the Candidate’s BSA # or rank), the information must be obtained from the unit prior to departure.
  - b. Have all youth team members and the adult adviser sign the Unit Election Report.
  - c. The election team is responsible for submitting the Unit Election Report to the Chapter Adviser or the designated Election Team adviser. If the unit leader requests a copy of the Unit Election Report, prepare a second copy.
5. OA Candidate Information Form. <sup>4</sup>

This is the most important document in the process. If we do not get this information, we do not have any way to communicate with the candidates. It also makes it difficult to comply with BSA Youth Protection rules concerning ages separation and co-ed camping. At a minimum, the Lodge must have the following information for each candidate:<sup>5</sup>

- Full name (especially if a nickname was used on the ballot)
- Date of birth
- BSA number
- Gender
- Rank at time of election
- Unit type and number
- Home phone number
- An email address.

If possible, collect the completed Youth and Young Adult Candidate Information Forms from the candidates before you leave the meeting.

If the unit leader is delaying notification, give the forms to the unit leader along with instructions that the completed forms are to be emailed to the Chapter Adviser/Chapter Elections Adviser no later than the deadline for completing unit elections. The elections

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<sup>4</sup> When completed, the Youth and Young Adult Candidate Information Forms are to be safeguarded by the election team adviser or Chapter adviser and the information is only to be used to complete the Lodge Candidate Spreadsheet. Chapters may use the information in the forms to create email lists or phone trees of candidates. Candidate Information Forms will be destroyed at the end of the election year.

<sup>5</sup> The TroopMaster report of eligible candidates is an acceptable substitute for the form, provided that it has all of the required information.

team should also provide the unit leader with enough congratulatory letters and Candidate instruction packets for each candidate elected.

6. Give the unit leader the Unit Election Evaluation and ask her/him to complete it and send it to the email address on the form. If the unit leader wants to complete it and give it to the team, that is acceptable.
7. If at least one Scout was elected, the team adviser advises the unit leader how to submit Adult Candidate Nominations (the procedures are in the Egwa Tawa Dee Unit Leaders' Guide to Holding an OA Election in Troops, Crews and Ships).
8. Do not discuss election results with anyone not a part of election process, other than the unit leader or OA Unit Representative Adviser and the candidates who have been elected and their parents/guardians.
9. Within 48 hours of the election, the election team leader will submit an electronic copy of the completed Unit Election Report (.pdf is preferred) to the Chapter Elections Team Adviser.
10. Any adult nominations that are given to the election team following the unit election are to be turned in to the Chapter Adviser.

### **POST-ELECTION PROCESSING**

1. As soon as possible after each unit election results are received, the Chapter Adviser or Chapter elections adviser is to ensure that the election information is posted to Lodgemaster. For 2021, the following should also be uploaded to the Chapter's section in the Lodge Unit Relations Elections Cloud-based drive:
  - a .pdf copy of the Unit Election Report
  - a .pdf copy of the Unit Election Evaluation
  - a .pdf copy of all Youth and Young Adult Candidate Information FormsAll uploads must be completed on or before the LEC immediately following the deadline for completing elections.
2. The following are to be turned in to the Chapter Elections Team Adviser within 72 hours of the election:
  - Original of the Unit Election Report
  - Completed Youth and Young Adult Candidate Information forms
  - Marked ballots and tally sheets (Do not throw out election ballots until after the end

- of the election cycle.)
- Unit Election Evaluation (if given to the team)
3. Chapters that have the capability are encouraged to enter the information from the OA Candidate Information Forms directly into Lodgemaster.
  4. The original of all Unit Election Reports will be turned in to the chair of the Unit Relations Committee at or before the LEC immediately following the deadline for completing elections.
  5. Unit Election results that do not follow these policies may be invalidated at the discretion of the Lodge Key 3 in consultation with the Chapter Adviser.
  6. The Chapter elections chief and adviser and the Chapter Adviser are authorized access to the Chapter's section of the Lodge Unit Relations Elections Cloud-based drive. The following individuals are authorized access to the Lodge Unit Relations Elections Cloud-based drive:
    - a. Lodge Adviser
    - b. Lodge Staff Adviser
    - c. Lodge Registrar
    - d. Lodge Chief
    - e. Executive Vice Chief and adviser
    - f. Vice Chief for Inductions and adviser
    - g. Lodge Unit Relations Committee Chair and adviser
    - h. Others as authorized by the Lodge Adviser.

Chapters are expected to meet the Lodge goal of inducting 90% of all youth and young adult Ordeal candidates. To do this Chapters will establish and maintain contact with all candidates from the time of their election until they are inducted, or December 31 of the year in which they are elected, whichever occurs first. Candidates are to be kept informed about registration deadlines, Chapter meetings and other Lodge events open to candidates.

## Processing Adult Nominations

### Chapter Adviser Responsibilities for Adult Nominations.

The Chapter Adviser is responsible for:

- Making sure that unit committees and district officers who are authorized to submit adult nominations are aware submitting an adult nomination form to the Chapter does not make an adult a candidate for membership in the Order.
- Processing nominations for unit or district Scouters which includes:
  - Reviewing each nomination form to ensure it is complete;
  - Returning any nominations that are missing information to the unit committee for correction. For district Scouters, they are returned to the nominator;
  - After the Chapter Adviser has reviewed an adult nomination form for completeness and endorsed the nomination, adult nominations are submitted to the Lodge Adviser by the deadline set by the Lodge Adviser.

The Chapter Adviser may set a deadline for units to submit adult nominations provided that any units hold elections after the Chapter deadline are given a enough time after the unit election to submit the nomination.

Adult nominations may be submitted to the Lodge Adviser electronically, original signatures are preferred but electronic signatures will be accepted.

Adult nominations are reviewed by the Chapter Adviser and the Lodge Adviser, and if the adult is qualified, submitted to the Lodge Adult Selection Committee and, if approved by the committee, submitted for approval by the Council Scout Executive serving as Supreme Chief of the Fire.

Under no circumstances is an adult who is nominated to be informed that he or she is a candidate for membership in the Order of the Arrow by anyone other than the Lodge Adviser. **They are not to be called out or otherwise acknowledged as candidates.** If an adult becomes aware he or she has been nominated, it is the Chapter Adviser's responsibility to explain to the individual that nomination does not make them a candidate and that their nomination must be approved by the Lodge Adult Selection Committee and the Scout Executive. The Lodge Adviser notifies the unit committee chair of the status of all nominated adults prior to the registration deadline for the first Induction Weekend in May. Adults who have been approved as candidates are notified by their unit committee chair.

## Unit Adults.

Unit committees for Troops, Crews and Ships may submit nominations of qualified adults to the Chapter Adviser after the unit election has been completed. Beginning in August 2020, the National OA Committee changed the ratio of unit adults that a unit may nominated bases on the number of Scouts elected as candidates.

Note: If a registered adult was inducted as a member of the OA as a youth, they cannot be nominated or inducted again. They may re-activate their membership by paying dues to the Lodge, but once inducted they are forever a member of the OA. If a unit has an adult who was inducted as a youth that wants to reactive their membership, have them complete the Welcome Back form and send it to [Lodgemasteradmin@acegwa.org](mailto:Lodgemasteradmin@acegwa.org) and then pay their dues for the current year.

If a unit holds an OA unit election and elects at least one youth (under 21 years of age) candidate, the unit committee may nominate qualified adults for membership in the Order or the Arrow. The number of adults that the unit committee may nominate cannot be more than two adults for every three-youth elected, rounded up if the number of youth candidates is not a multiple of three. As an example, if a unit holds an election in which 10 youth are elected, they would be entitled to nominate 6.67 adults. Rounding up means they can nominate up to 7 adults.

In addition to number of adults who may be nominated under the 2/3 rule, if the unit leader has been registered as the unit leader (Scoutmaster, Crew Adviser, Skipper) for at least 12 months, the unit committee can nominate him or her in addition to the other adult(s) nominated.

The following chart may help understand this:

No. of Youths Elected	Maximum No. of Adults That Can be Nominated
0	0
1	1 + unit leader
2	2 + unit leader
3	2 + unit leader
4	3 + unit leader
5	4 + unit leader
6	4 + unit leader
7	5 + unit leader
8	6 + unit leader
9	6 + unit leader

10	7 + unit leader
11	8 + unit leader
12	8 + unit leader
And so forth	

To be eligible for nomination by a unit, the Scouter’s primary registration (i.e., where the registration fee was paid) must be in the unit. Adults who are primarily registered in a Cub Scout pack cannot be nominated as candidates for induction.

Adults nominated by a unit committee must meet the same camping requirements as youth candidates:

- Have experienced at least 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:
  - o 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; and
  - o The balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each.
  - o Ship nights may be counted as camping for adult leaders of Sea Scouts.

**District-level Adults.**

District nominations may be submitted by the Chairman of the District Committee to the Chapter Adviser at any time during the election period. The deadline for submitting adult nominations to the Lodge will be set annually by the Lodge Adviser but generally will be the LEC following the last day on which elections may be held.

For an adult to be nominated by the District Committee Chairman, he or she must be currently registered in a district-level position and the district position must be the adult’s primary position (i.e., where the registration fee was paid). If an adult holds more than one registered position, the primary position controls eligibility, except as noted above.

Note: Merit Badge Counselors that do not hold any other registered position, are considered district-level positions.

For council and district-level adults the camping nights requirement may be waived by the lodge adviser or scout executive.

## **Appendices**

A – Membership Rules

B – Sample Election Script

C – Call Outs

D – Forms

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## APPENDIX A MEMBERSHIP RULES

### Youth

To be eligible for election as a candidate for membership in the OA, a Scout must be registered with the Boy Scouts of America and have the approval of their unit leader prior to the election. The unit leader must certify their Scout spirit (i.e., their adherence to the Scout Oath and Law and active participation in unit activities). The unit leader must also certify that the Scout meets the following requirements for membership at the time of this annual election:

- Be under the age of 21;
- Hold one of the following ranks corresponding to the type of unit in which they are being considered for election: Scouts BSA First Class Rank, Venturing Discovery Award, or Sea Scout Ordinary rank, or higher; and
- Have experienced at least 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; and
  - 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.
- Following approval by the Scoutmaster, Crew Advisor or Sea Scout Skipper, (as described above) be elected by the youth members of their unit.

**NOTE:** A Scout who was elected and inducted into the Order of the Arrow in another Council and Lodge and transfers into a unit in this Council is a member of the OA and may not be elected and inducted again.

#### Scouts with Special Needs:

The Order of the Arrow is committed to including Scouts and Scouters who have special needs because of 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 a troop, regardless of age, will be considered a youth (voting) member. All other membership requirements remain the same.

## Adults:

Because the Order of the Arrow is principally a youth organization, adults are not selected for membership as a recognition. An adult should only be nominated when the adult's position in Scouts BSA, Venturing or Sea Scouts will make Order of the Arrow membership more meaningful in the lives of the youth members.

If an adult was inducted as a member of the OA as a youth, they cannot be nominated or inducted again. They may re-activate their membership by paying dues to the Lodge, but once inducted they are forever a member of the OA.

Adults may be nominated as candidates 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 (i.e., where they pay their registration fee). If an adult's primary registration is through a Troop, Crew or Ship, then only the unit may nominate the adult, regardless of any other positions they may hold in Scouting. If an adult is registered in both a Troop and a Crew or Ship, either unit may nominate the adult.

### Unit Adults:

If a unit holds an OA unit election and elects at least one youth (under 21 years of age) candidate, the unit committee may nominate qualified adults for membership in the Order or the Arrow. The number of adults that the unit committee may nominate cannot be more than two adults for every three-youth elected, rounded up if the number of youth candidates is not a multiple of three. As an example, if a unit holds an election in which 10 youth are elected, they would be entitled to nominate 6.67 adults. Rounding up means they can nominate up to 7 adults.

The following chart may help understand this

No. of Youths Elected	Maximum No. of Adults That Can be Nominated
0	0
1	1 + unit leader
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9	6 + unit leader

10	7 + unit leader
11	8 + unit leader
12	8 + unit leader
And so forth	

In addition to number of adults who may be nominated under the 2/3 rule, if the unit leader has been registered as the unit leader (Scoutmaster, Crew Adviser, Skipper) for at least 12 months, the unit committee can nominate him or her in addition to the other adult(s) nominated.

The following chart may help understand this:

Adults nominated by a unit committee must meet the same camping requirements as youth candidates:

- Have experienced at least 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; and
  - 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 adult leaders of Sea Scouts.

#### District & Council Adults

The lodge adviser, district chairman, council president, or members of the professional staff may nominate adults whose primary registration is as a district or Council Scouter 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.



## **APPENDIX B**

### **SAMPLE ELECTION SCRIPT**

*The following Election Script and Callout Ceremony Script must be followed, as is.*

*It is best done by three OA members in full uniform who are familiar with their lines. In no event should this ceremony be ad-libbed or conducted in an extemporaneous manner. This circumvents the process which explains the purpose of the Order of the Arrow and the election procedures.*

*If the Call Out is not held at the same meeting as the unit election, please skip over the material in brackets. Ask the Unit Leader when they will be calling them out, so we do not welcome them ahead of the public recognition.*

#### **OA Member A:**

Fellow Scouts, we are here to help you hold your election of candidates for the Order of the Arrow. This team is from the \_\_\_\_\_ Chapter of the Egwa Tawa Dee Lodge. My name is \_\_\_\_\_. The other team members are \_\_\_\_\_ and \_\_\_\_\_. Our adult adviser is Mr. \_\_\_\_\_.

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

#### **If Using the Video**

We will start off this election by showing a video. We ask that you be quiet and pay close attention. The video gives much of the history of the Order of the Arrow, talks about its purposes, points out the eligibility requirements for members, and gives the procedure for the election process. For those who are already members, it could expand your knowledge of the OA. Of particular importance are the questions that you should ask yourself about the candidates before you cast your votes for them. We will take time to answer questions at the end, before we hold the election.

#### **No Video**

The only way a Scout can become a member of the Order of the Arrow is to be elected for this honor by the members of their unit. To be eligible for election, a youth must fulfill the camping

requirement and hold the Scouts BSA rank of First Class, Venturing Rank of Discovery, or the Sea Scouts Rank of Ordinary in the unit that holds the election.

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

The lodge flap and the distinctive sash identifies the Order of the Arrow member. They are symbols of service. Our Lodge has its own activities and projects, but our program does not replace the member's responsibility to their unit. Indeed, each Arrowman is expected to give richer service to their own unit in return for the honor his or her unit extended to them.

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

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

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

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

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

### **OA Member B**

The following members of this unit have met the camping and advancement requirements and are eligible for election, as certified by your unit leader. Will you please stand as your names are called?

*(Note: (Point out a place to line up and read the list slowly. Arrange the candidates in a line facing the voters at the place indicated; the line can be semicircular if the eligible group is large. Write each name on the chalkboard or flip chart as called.)*

Scouts, before you vote, you should answer each of the following questions to yourself; your

answers will help you make the right selections.

Who in this group is a friend to all and brother to every other Scout? Who is pleasant and easy to get along with? Are they kind and helpful? In all, if you were a younger Scout, would you like to hike and camp with them?

Who is cheerful, even when they have many tiresome jobs to do? Who smiles whenever he or she can? Who obeys promptly and cheerfully? If you were to camp with them for several weeks, do you think you would enjoy it?

Who is always ready to give unselfish and wholehearted service to others? Who, in serving others, can forget their own desires and interests? Who has served your unit all year round, faithfully attending your meetings and helping with your service projects? Do you think he or she will continue their service in the future?

**OA Member C:**

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

Scouts, on the ballot you will be given, (if it is not already pre-printed) print the first and last names of 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 an unused, 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, and this will not affect the final result. Those eligible for election also vote, and they may vote for themselves if they feel they are worthy.

When you are finished, fold the ballot and give it to any of us.

Before you vote, are there any nominees who wish not to be considered for Election into Scouting's Honor Society? If so, please (raise your hand or otherwise identify yourselves) and state your name.

*(Cross off from Election Report those who do not wish to be considered eligible.)*

*(Pass out ballots and collect them once completed. In secret, count the ballots and determine election results.)*

We turn the meeting back to your Senior Patrol Leader while we count the ballots.

### **No Candidates Elected**

*[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 of the Arrow 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 this year's election.]*

### **Announcement of Election Results**

*If the unit leader does NOT want the election results announced at this meeting, skip over this section and go to the next section.*

#### **OA Member A:**

Will the following nominees please come forward?

(Call out names of those elected and have them face their fellow Scouts)

This concludes the election. Thank you for your cooperation. Good camping and good night (day).

*(Elected candidates (and their parents, if present) and any Arrowmen within the unit who can be spared may be taken into a separate room where the election team gets the candidates to complete the Youth and Young Adult Candidate Information Form, instructs the candidates as to the dates, time, and locations of the Induction Weekends and provides them with the congratulatory letter and Candidate instructions. The following paragraphs should then be presented as a charge to the candidates and present Order of the Arrow members.)*

#### **OA Member B:**

That you, my fellow campers, have been chosen by your companions to become candidates for membership of the Order of the Arrow reflects great credit upon you, and I congratulate you upon your election. You have impressed upon those who have lived closest to you the sincerity of your purpose to live in accordance with the high ideals of the Scout Oath. The judgment of your fellows could hardly have been mistaken.

In a short time, you will take upon yourselves another solemn obligation to be unselfish in service and devotion to the welfare of others. Your fellow Scouts elected you because they felt that you would continue your service. Do not let them down.

#### **OA Member C:**

My brothers in the Order, you have proven during the past year that the traditions of our brotherhood are not a collection of meaningless words. As we welcome these new candidates (the new candidate) on our journey, let us be mindful of our obligation to help and guide them during the trials that lie ahead.

Each of you will be given a congratulations package. This package contains valuable information



about the induction ceremony, called the Ordeal, which is conducted at Scout camp and is the first step toward full membership.

This concludes the election. Thank you for your cooperation. Good camping and good night (day).

***No Announcement of Results***

*Use this section if the unit leader does not want the results of the unit election announced following the election.*

**OA Member A:**

This concludes the election. You have chosen one or more fellow campers to become candidates for membership in the Order of the Arrow. They will be notified of their election later. Thank you for your cooperation. Good camping and good night (day).

*[End of Ceremony]*

## APPENDIX C CALL OUTS

A Call Out is a ceremony at which candidates for membership in the Order of the Arrow are announced and recognized. Depending on the circumstances it can be formal or informal. The Call-Out Ceremony is a candidate's first experience with the Order of the Arrow after their election, and generally the public's only experience with the Order. However, **there is no requirement that a candidate must go through a *Call Out ceremony prior to being inducted.***

Call-outs for youth are conducted by the Chapter which conducts the unit election. Each Chapter should try to schedule a call out ceremony for youth candidates in conjunction with a District-wide event such as a District Camporee or at special ceremony. However, if no suitable district-wide event is available, Chapters should be prepared to conduct an informal call out following a unit election when the results of the election are announced.

While there is no approved call out ceremony, there are certain key elements that should be a part of the ceremony:

- The fourfold purpose of the Order of the Arrow,
- Reference to the history of the Order of the Arrow within Scouting,
- Brief mention of the history of the council's lodge,
- Reason for the selection of certain Scouts to be candidates,
- Individual recognition, by name, unit, and city, of each candidate,
- Challenge to Scouts who are not members to strive to live the Scouting ideals that lead to election,
- A letter of recognition and welcome from the chapter chief to each candidate,
- Giving each candidate of the Scout handclasp, and
- Distribution, in private, of Spirit of the Arrow booklet #1 along with other pertinent information about all upcoming Ordeals.

Additional information about call out ceremonies can be found in the Guide to Inductions.

**Adults who have been nominated by their unit are not candidates and may not be called out or otherwise publicly recognized as "candidates" unless and until they have been notified in writing that they have been approved as a candidate.** *The Lodge Adviser notifies the unit committee chair of the status of all nominated adults prior to the registration deadline for the first Induction Weekend in May. Adults who have been approved as candidates are notified by their unit committee chair*

Newly elected youth, and adults who are selected as candidates for membership in the Order of the Arrow must attend an Induction Weekend, complete the Ordeal and be inducted into the OA by our Lodge. This allows the candidates to bond with their contemporaries as they go through the Ordeal and creates a positive leadership environment in which they can progress.

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 chair may be petitioned for an exception to permit the candidate to be inducted.

## **APPENDIX D FORMS**

All of the forms used in conducting unit elections are located on the Lodge website or are produced by Lodgemaster. Ballots and candidate information forms are generated by Lodgemaster are to be used beginning in 2021.

For other forms, please use the latest version of these forms which are found on the Lodge website under Resources Forms

<http://www.aacegwa.org/forms.htm>

Included forms are:

- Unit Election Tally Sheet
- Adult Candidate Nomination Form (revised 2019)
- Unit Election Evaluation
- Welcome Back Form (used to transfer membership from another Lodge to Egwa Tawa Dee or to reactivate members of Egwa Tawa Dee)

All forms located on the Lodge website are fillable .pdf forms.

## RESOURCES

### National Order of the Arrow Website

- Publications:
  - Guide for Officers and Advisers (2019)
  - Guide to Unit Elections (2015)
  - Guide to Inductions (2019)
  
- Videos:
  - Conducting A Quality Unit Election, [https://oa-bsa.org/uploads/resources/lodgeresourcepak/lodge\\_conducting\\_unit\\_election.mp4](https://oa-bsa.org/uploads/resources/lodgeresourcepak/lodge_conducting_unit_election.mp4)
  - “Electing New Members Unit Elections” - [https://oa-bsa.org/uploads/resources/lodgeresourcepak/lodge\\_unit\\_elections.mp4](https://oa-bsa.org/uploads/resources/lodgeresourcepak/lodge_unit_elections.mp4)

### Egwa Tawa Dee Website

- Publications
  - The Unit Leader’s Guide to the Order of the Arrow Unit Elections (2021)
  - Egwa Tawa Dee Lodge Operating Procedures (2018)
  - Instructions For Completing Unit Election Forms
  - Unit Election Timeline (the election timeline established by the Lodge leadership)
  
- Training:
  - Unit Election Presentation pptx (the presentation given at 2018 Fall Fellowship) PowerPoint
  - Unit Election Presentation pdf (the presentation given at 2018 Fall Fellowship) PDF

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## Acknowledgements

This Guide is the product of the collective knowledge and experience of the National Order of the Arrow and many members of Egwa Tawa Dee. The Unit Relations Committee especially would like to acknowledge the contributions of Charlie (“Mac”) McKinley, Lodge Adviser 2015 - 2019, Ryan Girard, Lodge Adviser 2019 – present, Sharman Sykes, Associate Lodge Adviser and Lodge Registrar 2014 - 2019, the Kampermans, Kevin (“Kampy”) and his son Kevin (II) who headed up Unit Relations for several years, Chuck Brooks, Associate Lodge Adviser (Secretary), Clay Milner, Chapter Adviser for Silepl Ilaonëtu Chapter, Andrew Budzinski, associate Chapter Adviser, Etowah Chapter, and Jim Manowski, Lodge Associate Adviser for Inductions. We also want to thank the 2019 National Vice Chief, Eric Harrison who provided the quotation in the Introduction and Mike Hoffman, National OA Committee Chairman, who answered numerous questions for us.

We also want to recognize several Lodges who graciously allowed us to borrow, use and adapt significant portions of their election’s materials in this publication:

Na Tsi Hi Lodge, Unit Election Guidelines 2019 Edition (Morgantown, N.J).

Agaming Maangogwan Lodge 804, Unit Visitation Manual 2018 (Lansing, Michigan)