



BOY SCOUTS OF AMERICA®  
ORDER OF THE ARROW



# **Egwa Tawa Dee Unit Leaders' Guide to Holding an OA Election in Troops, Crews and Ships**



2026 Edition

Lodge Unit Relations Committee  
[unitrelationschairman@acegwa.org](mailto:unitrelationschairman@acegwa.org)  
Egwa Tawa Dee Lodge  
Atlanta Area Council



**Egwa Tawa Dee**  
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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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## **ABOUT THIS GUIDE**

The Unit Leaders' Guide to Holding an OA Election in Troops, Crews and Ships has been prepared for Scoutmasters, Venture Crew Advisers and Sea Scout Skippers in the Atlanta Area Council to assist them in understanding policies of the Order of the Arrow regarding unit elections in Scouts BSA Troops, Crews and Ships and how unit elections are to be conducted. In addition, it contains information that is specific as to how unit elections are coordinated and managed locally by Egwa Tawa Dee Lodge and its chapters.

The content in this guide pertaining to rules and policies related to unit elections has been derived from National Order of the Arrow publications, particularly the 2023 Edition of the Handbook for Officers and Advisers and as such does not supersede and cannot contradict current Order of the Arrow unit election rules and policies as reflected on the National Order of the Arrow website.

## **FEEDBACK**

Unit leaders are encouraged to submit your comments, suggestions, and questions pertaining to this guide by sending an email to [lodgechief@aacegwa.org](mailto:lodgechief@aacegwa.org).



## WELCOME

For over 100 years, the Order of the Arrow (OA) has recognized Scouts and Scouters who best exemplify the Scout Oath and Law in their daily lives. This recognition provides encouragement for others to live these ideals as well. Arrowmen are known for maintaining camping traditions and spirit, promoting year-round and long-term resident camping, and providing cheerful service to others. OA service, activities, adventures, and training for youth and adults are models of quality leadership development and programming that enrich and help to extend Scouting to America's youth.

Founded in 1915, the Order of the Arrow is Scouting's National Honor Society. The Order has over more than 160,000 active members located in lodges affiliated with over 270 BSA local councils. Although the Order of the Arrow is a thing of the spirit, there are several layers of organization, all of which are youth led: lodges, sections, and regions and national. At each level, you will find Scouts who have been elected by other Scouts to serve as the Chief or in other leadership positions.

Lodges carry out the Order of the Arrow ("OA") program at the local level and are closely tied with BSA councils. Sections consist of several lodges within a geographic region and regions in turn consist of sections within a geographic region of the United States. Lodges, sections, and regions each have a distinct set of responsibilities which ensure that the OA program runs smoothly.<sup>1</sup>

In the Atlanta Area Council, our lodge is Egwa Tawa Dee. The name is derived from the Cherokee word for the broad winged hawk, which is native to this region. Since 1938, our Lodge has served the Atlanta Area Council, providing opportunities for Scouts to exercise leadership beyond the Troop, Crew or Ship level, promoting and supporting our Council camping program and annually providing thousands of hours of service to our Council camps and our communities, and enjoying fun and challenging activities.

Egwa Tawa Dee is divided into Chapters, each with its distinct name, which generally correspond to the Council districts. Like the Lodge, each District is headed by a Chapter Chief and other youth officers who are elected by the youth members of the Chapter.

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<sup>1</sup> In August 2021, the BSA abolished the Region and Section structure and replaced them with National Service Territories. That restructuring did not affect the OA's Regions and Sections, which will remain as they are through 2022.



To become a member of the Order of the Arrow, a Scout is chosen by a vote of the youth in his or her Troop, Crew or Ship. This is a unique feature of the OA since in most units the majority of those who select their unit's candidates for this honor are not members of the OA. In this way membership is controlled by the youth in their own unit and not by those who are already Arrowmen. However, youth OA members in the unit have a vote during the election as well as nonmembers.

## **INTRODUCTION**

This guide has been prepared to assist in your planning of and preparation for holding an election in your Scouts BSA Troop, Venture Crew or Sea Scout Ship. Here you will find the information needed to understand:

- The membership requirements for youth and adults. An important distinction to note is that youth are elected while adults are nominated by the unit committee;
- The Order of the Arrow rules and policies for conducting a unit election for youth members;
- The procedures that a unit committee must follow when nominating qualified adults;
- The responsibilities of both the OA unit election team and your unit in the election process; and
- Answers to some frequently asked questions (FAQs) which you may find helpful.

This annual opportunity for the youth members to vote for those deemed worthy in each troop or team to be candidates for membership in the OA is provided by the lodge through unit election teams. The unit election team makes a scheduled visit to the unit and conducts the election coordinating with the unit leader to ensure the election is conducted in accordance with the current Order of the Arrow guidelines.

## **DEFINITIONS:**

**"ACTIVE MEMBER"** - A Scout who has a current, active, national membership number and participates in at least some unit activities during the year is considered to be a registered active member of the unit. For example, an assistant scoutmaster or member of the unit college scouter reserve and crew or ship members who are away at college



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but still participate in some unit activities when home, such as campouts, camporees, or occasional unit meetings, should be considered a registered active member.

A youth who moves away or drops out of the unit because of other interests would not be counted in the registered active membership figure.<sup>2</sup>

**"SCOUT"** – A registered member of a Scouts BSA Troop, a Venturing Crew or a Sea Scout Ship who is under age 21.

**"PRIMARY MEMBERSHIP"** – this is the unit in which a Scout or Registered Adult, who is a member of multiple units or holds multiple positions, paid the BSA registration fee.

**"YOUTH MEMBER"** - In the OA, Scouts who are members of a Scouts BSA Troop, a Venturing Crew or a Sea Scout Ship and under age 21 years of age are considered to be youth. Thus, every registered active member of the unit who is under age 21 at the time of election is eligible to vote and, if otherwise eligible for election, may be elected as a candidate for membership in the OA.,

In Scouts BSA Troops, registered young adults ages 18 through 20 are considered youth members even though they are registered as an adult in a Troop and serve as an Assistant Scoutmaster or as member of the Unit College Scouter Reserve. You will sometimes see them referred to as **"Young Adults."**

Similarly, Sea Scouts and Venturing crew members ages 18 through 20 are considered youth members for the purposes of OA elections,

Once inducted, these young adults may participate fully in the Order of the Arrow as youth members, until their 21st birthday.

## **OVERVIEW OF THE ELECTION PROCESS**

The Lodge has overall responsibility for the management of unit elections in every troop, crew, and ship in the council. The lodge determines the time of year for unit elections to be conducted and the length of the election cycle. Several factors are considered when deciding the dates of the OA unit election cycle, including the Induction Weekend dates, the Council and Lodge calendars, and holidays among others. Here in the Atlanta Area Council our OA lodge, Egwa Tawa Dee, has set the annual unit election cycle as running from mid-December to the end of March. The actual beginning and ending dates are decided each year by the Lodge Executive Committee and publicized through the lodge

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<sup>2</sup> The unit leader is the ultimate authority when it comes to determining whether or not a Scout is considered to be an active member of the unit.



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website, social media, and emails to the unit leader and committee chair.

The Lodge utilizes Lodgemaster, the National OA Lodge management system, to manage unit elections. All unit elections are scheduled through Lodgemaster, which produces the ballots, unit election reports, and all of the reports and documentation required for the election. All unit elections reports, and candidate information are submitted electronically through secure portals.

Each year, the unit leader is responsible for determining:

- If there are Scouts in the unit who are eligible for election as candidates for membership in the Order of the Arrow;
- If there are eligible Scouts, using the ArrowID Unit Portal, to request a unit election and provide up to three potential dates when the unit would like to hold the election;
- If there are no eligible Scouts, notifying the Chapter using the ArrowID Unit Portal;
- Certify the Scout spirit (i.e., their adherence to the Scout Oath and Law and active participation in unit activities) of each eligible Scout and the Scout meets all specified requirements at the time of this annual election.
- Provide complete information on each youth who is eligible and approved to include, at a minimum, their full name, rank, date of birth, gender, BSA Number and at least one valid email address.

Egwa Tawa Dee Lodge delegates responsibility for executing the unit election process to its Chapters which generally correspond to the council's districts.<sup>3</sup> Each chapter is responsible for all aspects of the unit election process within their district. This includes:

- Contacting the unit leader of every troop, crew and ship in their district(s) to schedule a unit election;
- Training chapter unit elections teams to conduct unit elections in accordance with the current Order of the Arrow guidelines;
- Coordinating with all the Scoutmasters, Crew Advisers and Sea Scout Ships in their Chapter so that every unit with eligible Scouts has the opportunity to hold a unit election;
- Scheduling unit election has a team in attendance to conduct the election, and then quickly and reliably transmitting the unit election results and candidate information to the Lodge Unit Relations Committee leadership; and
- Providing units with no eligible Scouts a presentation about the Order of the Arrow

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<sup>3</sup> There are situations where a unit may be attached to a Chapter other than the one that serves the District where the unit is chartered.



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and camping opportunities that are available to Scouts.

The chapter unit election team is the interface between the chapter/lodge and the unit. It may be composed of youth, youth and adults or adults who are members in good standing of the Lodge. The members of the team are responsible for:

- Showing up on time, properly uniformed,
- Being prepared to conduct the unit election in cooperation with the unit leader;
- Ensuring that the election is conducted in accordance with current Order of the Arrow rules and guidelines;
- Tabulating the results of the election and posting them to the Unit Election Report in Lodgemaster;
- Inviting the unit leader to complete and submit the on-line Unit Election Evaluation;
- Submitting the Unit Election Report and candidate information forms to the Chapter Adviser or his or her designee for transmission to the Lodge Unit Relations Committee; and
- After the unit election results have been approved by the Lodge, receiving Lodge Adult Nomination Forms from the unit and submitting them promptly to the Chapter Adviser.

Under rules established by the National Committee of the Order of the Arrow:

- "All elections must be conducted by the OA lodge of the council in which the unit is chartered. No unit may visit outside its council and hold an OA unit election under the auspices of the OA lodge of another council."
- **Units also are not authorized to conduct their own elections.** A chapter unit election team must be present to certify the unit election results. Unit members who are members in good standing of the Lodge (i.e., have paid dues for the current year) may serve on the unit election team for their unit, but they must be supervised by trained members of the Chapter elections team who are not members of the unit holding the election.



## VIRTUAL ELECTIONS

On March 25, 2020, the National OA Director “approved lodges to hold virtual unit elections until further notice.” Check with your Chapter Adviser for the latest information concerning holding unit elections virtually.

## MEMBERSHIP REQUIREMENTS

### 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 on or before the time of the 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<sup>4</sup> 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;<sup>5</sup> 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.

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<sup>4</sup> “Virtual camping” nights which were authorized during the COVID-19 pandemic, cannot not be counted in 2024. The authority for “virtual camping” expired at the end of 2021 and only virtual camping nights that were completed before January 1, 2022 could be counted towards meeting the short term camping requirement. All of those nights are outside the 2-year window for any 2024 elections.

<sup>5</sup> For the 2021 election season only, the National OA Director “relaxed” the long-term camping requirement. That temporary policy change expired on December 31, 2021. Units must follow the current long-term camping requirement for the 2022 election season.



### *Why do we have a Camping Requirement?*

We are sometimes asked “why does the OA have a camping requirement?” The OA recognizes conduct, so we look for people who serve cheerfully, regardless of the task or the conditions. Camping helps us identify good role models because it takes us out of our normal environment into a natural space we don’t control—one where the latest technology or fashion is less influential, and we relate to each other as fellow human beings. Because we don’t control nature, it can be pretty stressful. And we all know that eating a sandy meal cooked over a smoky fire in the rain while being eaten by bugs will bring out the best in some people...and the worst in others. With that in mind, 15 days and nights of scout camping, including one long-term camp, gives Scouts the time to witness each other’s actions, during good days and bad.

### **Two other rules affecting eligibility:**

- A Scout who has been elected as a candidate, either in this Lodge or another Lodge, is not eligible to be reelected until his or her period as a candidate has expired.
- 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.

### **Adults:**

Because the Order of the Arrow is principally a youth organization, adults are not selected for membership as a recognition. A unit should only nominate an adult 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 and the adult is willing to 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.

NOTE: 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. Also, an adult who was approved as a candidate but the time limit for her or him to be inducted has not expired, should not be renominated.



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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<sup>6</sup> for membership in the Order or the Arrow.

The number of adults that the unit committee may nominate cannot be more than two-thirds of the number of youth candidates elected, rounded up if the number of youth candidates is not a multiple of three.

The chart on page 26 shows how the ratio works.

In addition to number of adults who may be nominated under the 2/3 limit, 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.<sup>7</sup>

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.

### **REQUESTING A UNIT ELECTION**

Our Lodge uses the Lodgemaster Inductions Module to schedule unit elections. All unit

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<sup>6</sup> An adult leader's primary unit registration is the unit where the annual BSA adult registration fee is paid. It is the responsibility of the unit committee chair to confirm that each adult nominated is eligible to be nominated by the unit before submitting a nomination. If an adult holds more than one registered position in the BSA, the following rules also apply:

- If the adult is registered as a unit leader and also is registered as a District or Council Scouter, the adult must be nominated where he or she is primarily registered (i.e., where his or her adult registration fee is paid);
- If the adult is registered as an adult leader in more than one unit (Troop, Crew or Ship), the adult may be nominated by any of the units that hold an election.

Questions regarding adults who hold multiple registrations should be submitted via email to [unitrelationsadviser@acegwa.org](mailto:unitrelationsadviser@acegwa.org).

<sup>7</sup> The unit leader "exception" only applies to a person who is currently registered as a Scoutmaster, Crew Adviser or Sea Scout Skipper and has been registered in that position for at least 12 months. It does not apply to any other position.



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leaders and committee chairs should receive an email from the Lodge in December inviting the unit to propose up to three dates for the unit election. If you do not receive the email, please send an email to your District OA Unit Election Contact email address shown on the next page. You will also receive periodic reminders about scheduling an election until an election date is set, or you decline to hold an election.

In the email, there will be a link that take you to your Unit Portal, which will look something like this. Remember that this link is not transferable, so you cannot forward it to someone else. If it needs to be sent to someone else for the unit, please email the District OA Unit Election Contact<sup>8</sup> and let them know the name and email of the new person.



### 2021 Unit Elections & Visitations

Troop 25-BT has not scheduled an election and unit visit for 2021 yet. You can request to schedule an election and unit visit between 12/15/2020 and 4/16/2021. Please click the button below to start your request:

[▶ Request An Election / Unit Visit](#)

When you click on Request An Election/Unit Visit, it will open a new window where you will let us know up to three dates when you would like your unit election held. You can also update information about your unit.

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<sup>8</sup> If your unit has been attached to a Chapter other than the one that serves your District, your message will be forwarded to the correct Chapter.



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Once you have either requested an election or have declined an election, the emails reminding you to schedule your unit's OA election will stop.

We recommend that unit leaders select several potential dates so as to have back-up dates before requesting the unit election team in the event that all of the chapter's unit election teams are already committed on the date that is your first choice.

Once you submit this form, the information is automatically available to the leadership of the Lodge and the youth and adults in your Chapter who are coordinating unit elections. The Chapter Advisor or the Chapter elections adviser will review the dates you have selected, and based on the availability of election team members, will select one of the dates for the election. While we try to give every unit their first choice, that isn't always possible.

Once the Chapter has selected a date, you will receive an email within 24 hours notifying you of the date when your election is set to take place. If you need, for any reason, to change the date, contact your Chapter Adviser directly.

### SUBMITTING THE NAMES OF ELIGIBLE SCOUTS

The email referred to above that lets you know which date your election is scheduled for will also contain a link that will allow you to enter the names of the Scouts who are eligible for election that you have approved to go on the ballot. When you click on that link, it will take you to the Add Eligible Youth portal.

**2021 Election & Visit Request** Cancel

Please complete the form below to schedule an election and unit visit for Troop 25-8T. Elections can be scheduled between 12/15/2020 and 4/16/2021, please select three possible dates when the election and unit visit can take place. Please complete all of the information below to help the unit election team in scheduling your election. Please reach out to the unit election team, whose contact information is at the bottom of the email you received, with any questions about scheduling any election.

**Possible Dates To Schedule Election**

Date Option 1:   Date Option 2:   Date Option 3:

**Election Information**

Election Address:

Meeting City:  State / Province:  Time Of Election:

Special Notes:

**Election / Visit Options**

Unit Election:  Camp Promotion:

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First Name:  Last Name:

Phone Number:  Email Address:

Street 1:  Street 2:

City:  State / Province:

Zip / Postal Code:  Country:

**Your Information**

First Name:  Last Name:

Phone Number:  Email Address:



## 2024 Unit Elections - Add Eligible Youth

Crew 259 has an election and unit visit for 2024 scheduled on 2/11/2024 at 2:30 PM. You can add eligible youth who meet the requirements for election to the Order of the Arrow below; the election team will use this information to conduct the election, create ballots, and contact candidates who were elected.

**Submission Status:**

No eligible youth have been submitted so far.

[▶ Add Eligible Youth](#)

When entering the names of your eligible Scouts, enter only those Scouts (under 18 years of age) who you have approved as meeting the qualifications for membership in the Order of the Arrow. Before you begin entering the names of your eligible Scouts, make sure you have all of the following information for each Scout.

*(NOTE: For security reasons, the portal will time out after 60 minutes, even if you are in the process of entering information. Information you have entered is NOT saved until you submit the names, so you will have to start over.)*

Items marked with an “\*” are mandatory.

- First Name: \*
- Middle Name:
- Last Name: \*
- Suffix:
- Nickname:
- Gender: \*
- Date Of Birth: \*
- BSA Person ID: \*
- Rank / Award: \*
- Mailing Address
- Street 1: \*
- Street 2:
- City: \*
- State / Province: \*
- Zip / Postal Code: \*
- Country: \*
- Scout Email Address\*



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- Scout: \*
- Paren Email Address:
- Phone Numbers
- Home: \*
- Scout Mobile:
- Parent Mobile:

[NOTE: If a Scout is not elected, the personal information for that Scout is not retained by the Lodge. Only information about Scouts who are elected as Candidates becomes a part of the Lodge records in Lodgemaster.]

If you lose access to the email that contains the Add Eligible Youth link, email your unit election contact – they can send you the link.

### **Large Unit? Use the OA\_Election\_Eligible\_Youth\_Import\_Template.**

If your unit has more than 10 eligible Scouts, you may want to consider using the OA\_Election\_Eligible\_Youth\_Import\_Template instead of trying to type in all the names, etc, into the Add Eligible Scouts portal. The OA\_Election\_Eligible\_Youth\_Import\_Template is an Excel spreadsheet that lets you enter all of the eligible youth information without you having to worry about the system timing out on you.

To request the OA\_Election\_Eligible\_Youth\_Import\_Template, email your unit elections contact whose name and email address are at the bottom of the email your received or using the email addresses shown on the next page. Once you have completed filling out the OA\_Election\_Eligible\_Youth\_Import\_Template, email is back to the unit elections contact and they will upload it to your election.

### **Adding or Changing Eligible Scouts**

If, after you submit your eligible Scouts, you need to add an additional Scout to an eligible Scout's information, contact your unit's adult elections contact – they will be able to make the changes, sometimes up to the day of the election. (Most Chapter election teams do not print the ballots and the other election documents until the day of the election.) If you are adding an eligible Scout, you must provide the same information about that Scout as shown on the previous page.



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### District OA Unit Election Contacts

Appalachian Trail District	<a href="mailto:OAelectionappalachiantrl@acegwa.org">OAelectionappalachiantrl@acegwa.org</a>
Button Gwinnett District	<a href="mailto:OAelectionbuttongwinnett@acegwa.org">OAelectionbuttongwinnett@acegwa.org</a>
Foothills District	<a href="mailto:OAelectionfoothills@acegwa.org">OAelectionfoothills@acegwa.org</a>
Hightower Trail District	<a href="mailto:OAelectionhightowertrl@acegwa.org">OAelectionhightowertrl@acegwa.org</a>
Indian Springs District	<a href="mailto:OAelectionindiansprings@acegwa.org">OAelectionindiansprings@acegwa.org</a>
Northern Ridge District	<a href="mailto:OAelectionnorthernridge@acegwa.org">OAelectionnorthernridge@acegwa.org</a>
Phoenix District	<a href="mailto:OAelectionphoenix@acegwa.org">OAelectionphoenix@acegwa.org</a>
Pickett's Mill District	<a href="mailto:OAelectionpicketsmill@acegwa.org">OAelectionpicketsmill@acegwa.org</a>
Silver Comet District	<a href="mailto:OAelectionsilvercomet@acegwa.org">OAelectionsilvercomet@acegwa.org</a>
Soapstone Ridge District	<a href="mailto:OAelectionsoapstoneridge@acegwa.org">OAelectionsoapstoneridge@acegwa.org</a>
Southwest Atlanta District	<a href="mailto:OAelectionsouthwestatlanta@acegwa.org">OAelectionsouthwestatlanta@acegwa.org</a>
Southern Crescent District	<a href="mailto:OAelectionsoutherncrest@acegwa.org">OAelectionsoutherncrest@acegwa.org</a>
Yellow River District	<a href="mailto:OAelectionyellowriver@acegwa.org">OAelectionyellowriver@acegwa.org</a>

Because Chapter leadership changes from year to year as do personal email addresses, please do not use any email addresses that you may have acquired in the past. The addresses shown above automatically are routed to the current Chapter Chief and the Adviser for the Chapter serving your District. To ensure that your Chapter responds in a timely manner to your request, the Unit Relations Committee automatically receives a copy of emails sent to the addresses shown above.

In the event that your unit has trouble communicating with your Chapter leadership, please contact [unitrelationschairman@acegwa.org](mailto:unitrelationschairman@acegwa.org).



## **DECLINING AN ELECTION**

The Atlanta Area Council believes that every eligible Scout deserves the opportunity to be elected as a candidate for membership in the Order of the Arrow. That cannot happen unless your unit schedules a unit election every year.

We also understand that there will be years when your unit does not need an election. This can happen for a variety of reasons:

- None of the Scouts in the unit (except Scouts who are already members of the OA or Candidates elected within the past two years) meet both the rank requirement and the camping nights requirement;
- There are Scouts that technically meet the rank and camping requirements, but due to a lack of Scout spirit or attendance, the unit leader does not approve their eligibility;
- There are Scouts that meet the rank and camping requirements, and the unit leader would approve their eligibility, but the Scouts have unequivocally informed the unit leaders that they are not interested in becoming a candidate.

If your unit does not need an election, simply email your OA Unit Election Contact shown on the previous page and let them know. We would like to know why and are particularly interested in knowing if it is because no one is eligible or if there is something we can do to spark an interest in the Order of the Arrow.

*Letting us know that your unit will not need a unit election will stop the flow of Election Scheduling Reminders that otherwise are sent to your unit leader and committee chair every 15 days.*

## **UNIT ELECTION RULES AND PROCEDURES**

*[The following rules are reprinted from the NOA Guide to Unit Elections. Where the Lodge has adopted a procedure to supplement the national rules, it will be printed in italics.]*

Elections of Youth Members



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1. 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. *Egwa Tawa Dee Lodge will also use email and social media to notify unit leaders of the annual election period.*

As stated above, 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.

2. The lodge, through the *Unit Relations Committee and the Chapters* will work with the scoutmaster, crew advisor, or skipper in establishing the actual time and place to conduct the election. The Order of the Arrow should be represented by a two- or three-member team from the lodge or *the* chapter unit elections committee. All OA elections team members must be trained and in proper uniform, *to include OA sash*, during the election.

3. Only one election can be held in a unit each year (see exception below). 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. The number of registered active members and the number present are entered in the spaces provided on the Unit Election Report (*see forms section*). 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 and the basis upon which candidates should be selected and describe the method of election. If the unit leader is not a member of the Order, a member of the OA 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.

4. The unit leader provides a list of registered active members of the unit who meet all eligibility requirements, including attitude and participation by posting names and contact information for the Scouts through the Unit Portal. The information that must be provided in the Portal for each eligible Scout is: full name (as it appears in the unit roster), date of birth, BSA registration number, rank, home address, phone number, parent's email address and Scout's email address.

5. 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.

6. 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.



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7. 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.

8. 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.

9. The OA unit elections team determines the minimum number of votes one must receive to be elected, as follows: If the number of ballots turned in was even (2, 4, 6, 8, etc.), divide this number by two. If the number was odd (1, 3, 5, 7, etc.), add one and then divide by two. The number of votes a youth must receive to be elected is entered on the Unit Election Report.

10. The elections team and the unit leader count the votes in private. All votes count equally. *[A tally sheet for this purpose has been designed by the Lodge and is included in the Unit Election Packet in the Forms section.]* If at least one has been elected, the election result is final. The OA team places a check mark next to the names of those who have been elected *on the Unit Election Report*.

11. 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.

*12. All members of the Unit Election Team names must be listed on the Unit Election Report after the election is completed.*

*13. After the election team will secure the ballots and any tally sheets used to determine the results of the election and turn them in to the Chapter election adviser.*

*14. The Unit Election Team is responsible for submitting the Unit Election Report to the Chapter elections adviser and posting the results to Lodgemaster. Units may not report the election results to the Chapter or the Lodge. The unit leader will receive an Election Recap Message within 24 hours of the election being approved confirming the results of the election.*



**Announcement of results.** Under the new National standards, the election team is required to publicly recognize those youth who have been elected as candidates for induction. This announcement may not be delayed.<sup>9</sup>

After the candidates have been announced they will be presented with a “token” that they can wear on their uniform symbolizing that they are a candidate for membership in the Order of the Arrow. They, and their parent (if present) will also be provided with information about how to register for the Ordeal.

If the Chapter will conduct a Call Out Ceremony, candidates and parents will be provided with details about that.

### What if the Unit Leader Makes a Mistake and Fails to Include an Eligible Scout.

As stated earlier, only one OA election may be held in a unit each year. In the past, if, after the election, the unit leader discovered that he or she made a mistake and an eligible Scout was left off the ballot, there was no recourse – the Scout had to wait a year until the next election.

Effective January 1, 2024, that no longer is the rule. If, after the election, the unit leader discovers that he or she made a mistake and one or more Scouts who were eligible on the date of the unit election, were left off the ballot, the unit leader may request a “make-up election.”

A request for a make-up election must be made in writing (email is allowed) and sent to the District OA Unit Election Contact, within 10 days of the date of the original unit election.<sup>10</sup> The email must contain the following information:

- Unit type and number;
- Unit leader’s name, phone number and email address;
- The date of the original election;
- A brief explanation of how the mistake was made;
- The name, BSA registration number, and rank of the Scout(s) who were omitted.

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<sup>9</sup> Older Scout leaders will remember that it used to be the practice to delay announcing the election results until the “Call Out Ceremony” at Summer Camp. This practice stemmed from the fact that, originally, unit elections were held during summer camp and the call out and induction took place at camp within days of the election. As more and more units began traveling out of Council for summer camp, and inductions were held at other times and locations, it was no longer practical to delay the announcement of results.

<sup>10</sup> If the unit leader discovers the mistake after 10 days, but before the end of the election period, he or she may still submit a request for a make-up election but the request must also explain why the error was not noticed earlier.



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After receiving the request, the Chapter Adviser may contact the unit leader for further information before sending the request to the Unit Relations Committee. Based on the information provided, the committee will make a recommendation to the Lodge Executive Board (LEB) whether or not a make-up election will be held. The decision of the LEB is final.

If the LEB approves the make-up election, the Chapter Adviser will notify the unit leader and schedule the date, time and location for the make-up election and obtain all the additional candidate information. If a make-up election is approved, it must take place before the end of the Lodge election period (March 31), unless the original unit election took place 10 days or less before the end of the election period.

**NOTE:** *A make-up election can only be held if a Scout(s) who was eligible on the date of the original unit election was omitted by the unit leader by mistake (such as incorrectly calculating the number of eligible camping nights). It cannot be used to hold an election for a Scout who became eligible for OA after the date of the original election. Only the names of Scouts who were omitted because of the leader's mistake can appear to the make-up election ballot. Scouts who were not elected at the original election do not get a second chance.*

The result of the make-up election will be added to the original unit election report and posted to Lodgemaster. The date of the original election will be the date when the Scout's eligibility for induction begins.

### **EVALUATION**

Immediately after the election, the election team will provide the unit leader and the OA representative with a QR Code that will take them to the Unit Election Evaluation Form. Please scan this QR code to complete the evaluation and submit it before the team departs.





## AFTER THE ELECTION

Prior to 2021, once the unit election was completed, that probably would be the last time most unit leaders heard from the OA or the Lodge, unless someone in the unit, adult or youth, was very active in the OA. It might be a year before unit leaders would know whether the Scouts who had been elected, or the adults who had been selected, as Candidates actually followed through and were inducted. When the candidate eligibility period was 1 year, waiting a year to be able to find out that they had not been inducted was too late. As a result, the names of the same Scouts appeared year-after-year on the ballot. Extending the candidate eligibility period to 2 years and improved technology have changed that.

Once your unit's election has been posted by the Chapter election team and approved by the Lodge, you will receive an Election Recap Message which will confirm results and provide adult nomination information. This message should arrive in your inbox the day after the election is approved.<sup>11</sup>

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<sup>11</sup> If there is a make-up election, the unit leader will not receive a new Election Recap Message. The names of Scouts elected at a make-up election will only appear on the monthly status report. The Scouts elected at a make-up election will receive the same messages as Scouts who were elected at the original election.



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### Troop 430-BT

Dear Brandon Wood,

This message is to notify you of the current induction weekend registration and completion status of those youth elected to the Order of the Arrow. As of today, our records show the following candidates have not completed their ordeal:

Mark Harrell

Please encourage those youth who have not registered to do so at their earliest convenience. The Induction Weekend is a rewarding experience, and we'd hate to see a youth miss out on this opportunity.

If your **unit** elected candidates in 2019 or 2020 who did not complete induction, their names probably are not shown above. You can find out their names and current status by emailing [unitrelationsadviser@aaacegwa.org](mailto:unitrelationsadviser@aaacegwa.org). Candidates elected in 2019 have until December 1, 2021 to be inducted. Candidates elected in 2020 have until the induction weekend which takes place closest to, but after, 24 months from the actual date of their election to be inducted.

Additionally, Ordeal Members are eligible to complete their Brotherhood Membership 6 months after completing their Ordeal Induction Weekend. Below are your **unit's** Ordeal Members who are eligible for Brotherhood:

Evan Pollack  
Daniel Stadter  
Mark Stadter

Brotherhood Membership completes the induction process for all members of the Order of the Arrow, so it's important that you encourage Ordeal members in your troop to complete the Brotherhood experience.

Brotherhood Inductions are offered at Spring Gathering, Fall Fellowship and all Induction & Fellowship Weekends. You may have other members of the OA in your **unit** that are eligible to complete Brotherhood but if they have not paid their current year's dues, they are not listed in this email. They are still eligible to register for events and can complete Brotherhood after paying their dues for this year.

As always, if you have any questions, please contact us. We're happy to address any concerns or answer any questions you may have.

Yours in Scouting,

Abby Laderoute (Youth)  
Lowanne Nimat Chapter, Egwa Tawa Dee Lodge  
[lowanneimatchief@aaacegwa.org](mailto:lowanneimatchief@aaacegwa.org)

Allison Hall (Adult)  
Lowanne Nimat Chapter, Egwa Tawa Dee Lodge  
[lowanneimataadviser@aaacegwa.org](mailto:lowanneimataadviser@aaacegwa.org)

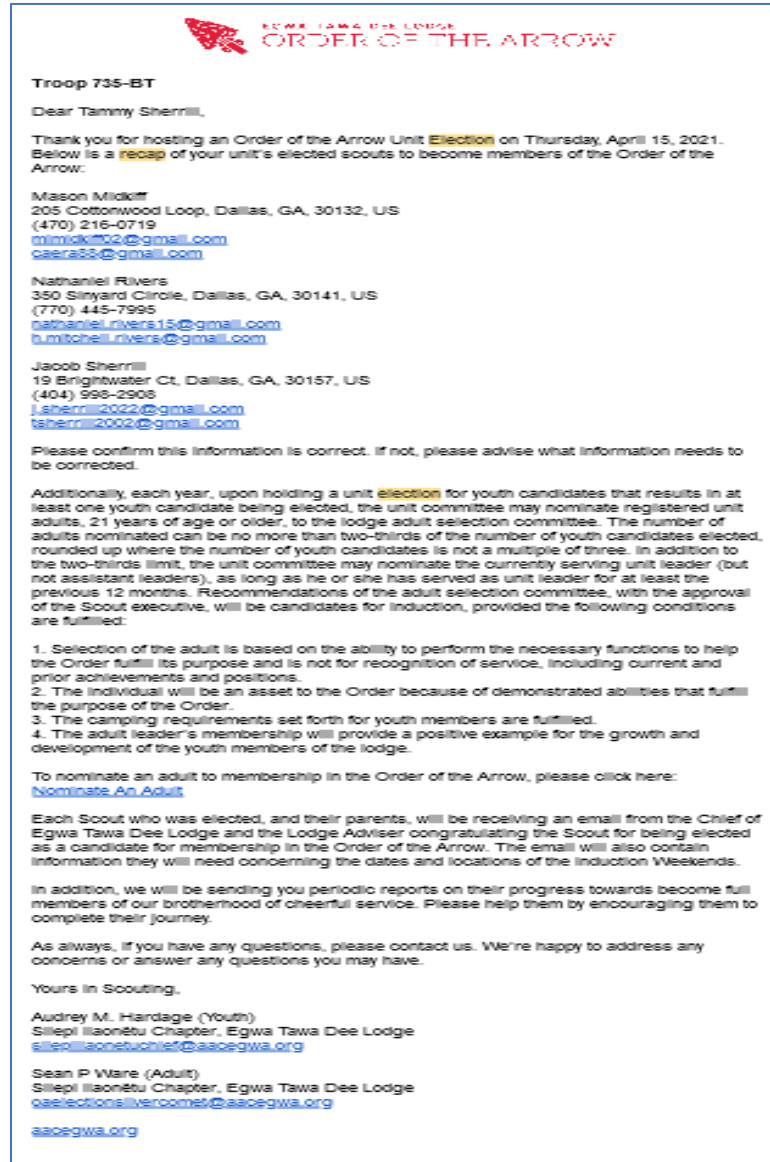
[aaacegwa.org](http://aaacegwa.org)



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After that, you will receive a monthly email with an update on the status of the candidates who were elected after January 1, 2021. This email should arrive around the 20<sup>th</sup> day of the month and will look something like this:



If any members of your unit are eligible for Brotherhood, their names will also be included.

The candidates from your unit will also be receiving regular communications from the Chapter and Lodge reminding them of upcoming OA events, and encouraging them to complete their induction and then, 6 months later, complete Brotherhood. If they are 14 years of age or



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older,<sup>12</sup> they will also receive an invitation to set up their ArrowID account which allows them to login and access and update their information, view the Lodge calendar, contact the Lodge and find links to register for the Induction & Fellowship weekend. They can even learn more about their induction.

**Welcome Back, Matthew McConaughey!**

**Home** | Update Your Profile | Calendar | Contact The Lodge | Ordeal Journey

**Welcome!**

Welcome to Ganhatton Lodge! Enjoy our member portal and the vast amount of information contained within. Make sure to update your contact information and view the lodge calendar. If you have any questions, please contact the lodge leadership.

Do your part to help stop the spread of COVID-19. Wear a mask, wash your hands, and practice social distancing.

**Congratulations on your election!**

Congratulations on officially being elected and recognized as a candidate for the Order of the Arrow! We are so excited to see you take your first steps in the Order of The Arrow by completing your Ordeal! The Order of the Arrow provides many great opportunities for Scouts, and we know you will enjoy becoming a member!

The first step in becoming an Arrowmen is to attend an induction weekend. Register for one of the upcoming weekends:

<p><b>Summer Inductions Week 1</b></p> <p>June 15 9:00 PM - June 16 9:15 PM Camp Pomperaug 1170 Buckley Hwy, Union, CT 06076</p> <p style="text-align: center;"><a href="#" style="background-color: #c00000; color: white; padding: 2px 5px;">Register</a></p>	<p><b>Summer Inductions Week 2</b></p> <p>June 29 9:00 PM - June 30 9:00 PM Camp Sequassen 791 West Hill Rd, New Hartford, CT 06057</p> <p style="text-align: center;"><a href="#" style="background-color: #c00000; color: white; padding: 2px 5px;">Register</a></p>	<p><b>Fall Induction Weekend 1</b></p> <p>September 17 7:00 PM - September 18 9:00 PM Camp Pomperaug 1170 Buckley Hwy, Union, CT 06076</p> <p style="text-align: center;"><a href="#" style="background-color: #c00000; color: white; padding: 2px 5px;">Register</a></p>
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If you have Candidate who “ages out” before they are inducted, that does not prevent their induction. As long as they are registered as a member of the BSA, and it is within 2 years of the date of their election, they can be inducted. If the candidate turns 18, they must register as an adult and complete Youth Protection Training, but age is not a barrier to induction.

There are a few exceptional circumstances, such as a long-term serious medical condition or there are there are other unusual circumstances., that will allow the Lodge Executive

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<sup>12</sup> The Children's Internet Protection Act of 2000 limits access to certain computer networks if the child is under 14 years of age. When a youth candidate turns 14, he or she will receive their invitation to set up their ArrowID account.



Committee to extend the eligibility period beyond 2 years. Contact your Chapter Adviser for information about this.

## **TRANSFERS OUT & TRANSFERS IN**

There might have been a time when most youth members remained in the same area throughout their time in Scouting, but that time is no longer. Most Scouts will experience at least one change of address during their Scouting time.

For Scouts who are elected as a candidate, moving to another unit within the Council, to another part of the country or even out-of-country, does not keep them from being inducted.<sup>13</sup>

When a Candidate moves out of the Council area, they can be inducted by the Lodge that serves the area where they now live. If you or the Scout let us know a Scout is moving, Egwa Tawa Dee Lodge will provide the necessary documentation to the Scout and to the Lodge in the new area. All the Scout will need to do is become a member of a new Scout unit and provide them with a copy of the unit election report showing that they were elected as a candidate for membership in the Order of the Arrow.

The same applies to Scouts who join your Troop after being elected as a candidate in another Lodge. All we need is a copy of the unit election report from the Lodge where the Scout was elected, and he or she will be added to your unit's roster of candidates.

Remember, unless a Candidate moves to an area (usually another country) where there is no OA Lodge, the 2-year eligibility period continues to run.

## **INDUCTION**

Often Scouts who are elected as candidates, or their parents, think that being elected means that they have become members of the Order of the Arrow. Some adults who are selected as candidates also believe this. This is not correct.

As is the case with other honor organizations, election or selection as a candidate is only the first step. Their election or selection is a call to adventure. "The Induction is a pattern for a journey with personal learning as its goal."

During the induction weekend, which is sometimes referred to as "the Ordeal, we will "help candidates discover that they have the power to accept responsibility without recognition or

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<sup>13</sup> If an adult moves after being approved as a candidate, please contact the Unit Relations Committee for instructions.



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reward.” The entire process is based on the EDGE method which we all should be familiar with. “The ceremonies Explain; the Ordeal demonstrates; and Induction leaders . . . Guide. All the parts of Induction work together to Enable the individual to live out the principles of the Order.”

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).<sup>14</sup>

Newly elected youth, and adults who are selected, as candidates for membership in the Order of the Arrow must complete the Ordeal and be inducted into the OA within the time limit set by the National Order of the Arrow Committee. This time period can only be extended by the Lodge if there are unusual circumstances (See page 26) such as a serious illness or injury that would prevent the candidate from being able to complete induction<sup>15</sup> within the allowed time period.

If you have a Candidate who has special needs because of a disability, or injury, the Lodge will work with you, the Scout and the parents so that the Candidate will have a meaningful induction. Your point of contact for this is your Chapter Adviser.

Egwa Tawa Dee Lodge holds induction and fellowship weekends three times each year: May, August and November. Information on the dates and locations are found on the Lodge website, <https://aacegwa.org>.

If a candidate is not inducted within the time limit, they are dropped from the rolls and all information about them is archived. Provided that they are registered as a member of Scouts BSA and still meet the membership requirements, they may be elected as a candidate in a new election by their unit.

### GETTING THE MOST OUT OF THE OA MEMBERS IN YOUR UNIT

The Order of the Arrow is not designed to take older Scouts away from the unit. Nor is it intended to draw members from the troop in order to form a special club but to help troops identify their own role models and to inspire those scouts to selfless service, to “strengthen the heart of units, by strengthening the heart of Scouts.” During the induction, new OA members

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<sup>14</sup> Egwa Tawa Dee Lodge will do its best to accommodate the religious customs and observances of its candidates provided that the Lodge is made aware of the need in well in advance. If for any reason, the Lodge cannot provide an accommodation, we will petition the region Order of the Arrow chair for an exception to permit the induction to take place by another Lodge.

<sup>15</sup> Unit leaders must notify the Chapter Adviser in writing as soon as they become aware that one of the candidates from their unit cannot complete induction within the allowed time period.



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are reminded that “the ones who chose you need you.” It is stressed to them to remain active in their unit.

The Order of the Arrow is full of knowledgeable Scouts and Scouters who are dedicated to the BSA program and are willing to assist your unit. When you have tried new approaches and nothing seems to be working, or you are just looking for a fresh idea, your Arrowmen can be a resource. Arrowmen can assist with a skill that is going to be taught at a troop meeting or outing, help promote weekend and summer camps, help with leadership activities, or simply be present at troop functions to serve as a positive role model for younger Scouts.

At the same time, the Order of the Arrow offers older Scouts new opportunities for adventure and service that are in addition to those that are available within most Troops, Crew and Ships. Chapter and Lodge events provide opportunities for Scouts to practice leadership across a greater span involving Scouts from many units, districts and even Councils.



## **Appendices**

A – Adult Nomination Process

B – Call Outs

C - Frequently Asked Questions



## Unit Adult Nominations Process<sup>16</sup>

As noted earlier, 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. An adult is qualified for nomination if their primary registration<sup>17</sup> is as an adult leader<sup>18</sup> in the unit and they meet the same camping requirements to be a youth candidate as described on page 13 of this Guide.

Unit Adult Leader Positions:

- Troop:
  - Scoutmaster
  - Assistant Scoutmaster
  - Committee Chair
  - Committee Member
  - Unit Scouter Reserve
- Venture Crew
  - Crew Advisor
  - Crew Associate Advisor
  - Committee Chair
  - Committee Member
  - Unit Scouter Reserve
- Ship:
  - Skipper
  - Mate
  - Committee Member
  - Unit Scouter Reserve

In addition to number of adults who may be nominated based on the number of Scouts elected, 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. If the

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<sup>16</sup> This section only applies to adults who are being nominated by the unit committee of a Scouts BSA Troop, Venturing Crew or a Sea Scout Ship. The procedures for nominating adults whose primary registration is as a District or Council level Scouter are different.

<sup>17</sup> An adult leaders primary unit registration is the unit where the annual BSA adult registration fee is paid. It is the responsibility of the unit committee chair to confirm that each adult nominated is eligible to be nominated by the unit before submitting a nomination. If an adult holds more than one registered position in the BSA, the following rules also apply:

- If the adult is registered as a unit leader and also registered as a District or Council Scouter, the adult must be nominated where he or she is primarily registered (i.e., where his or her adult registration fee is paid);
- If the adult is registered as a unit leader in more than one unit (Troop, Crew or Ship), the adult may be nominated by any of the units that hold an election.

Questions regarding adults who hold multiple registrations should be submitted via email to [unitrelationsadviser@acegwa.org](mailto:unitrelationsadviser@acegwa.org).

<sup>18</sup> See list on the next page.



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unit leader has not been registered in the position for 12 months, he or she may be nominated but they are subject to the limits shown on the chart on the next page.

The number of adults the unit may nominate is set by the National OA Committee based on the number of Scouts elected by the unit as shown on the table below.

**Adult Nominations Chart**

No. of Youths Elected	Maximum No. of Adults That Can be Nominated	No. of Youths Elected	Maximum No. of Adults That Can be Nominated
0	0		
1	1 + unit leader	13	9 + unit leader
2	2 + unit leader	14	9 + unit leader
3	2 + unit leader	15	10 + unit leader
4	3 + unit leader	16	11 + unit leader
5	4 + unit leader	17	11 + unit leader
6	4 + unit leader	18	12 + unit leader
7	5 + unit leader	19	13 + unit leader
8	6 + unit leader	20	13 + unit leader
9	6 + unit leader	21	14 + unit leader
10	7 + unit leader	22	15 + unit leader
11	8 + unit leader	23	15 + unit leader
12	8 + unit leader	24	16 + unit leader

Adult nominations must be submitted using the Lodgemaster Unit Portal. The unit leader will be automatically notified by email once the results of the election have been approved by the Lodge and invited to submit adult nominations.

If the unit committee wishes to submit a nomination for a unit leader that is in addition to those nominated based on the ratio, the nomination must be submitted on the Egwa Tawa Dee Adult Nominations form. Copies of this form may be obtained from the Chapter Adviser. Using other forms will only delay the process.

“Merit badge counselors who are not also registered in a unit, district, or council position may not be nominated for membership in the Order of the Arrow since registration solely as a merit badge counselor does not meet the BSA requirement of registration as an adult volunteer or an adult program participant.”<sup>19</sup>

<sup>19</sup> NOA, Handbook for Officers & Advisers, p. 22 (2023 Ed.)



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Welcome to the Order of the Arrow unit portal!

On both the electronic and Lodge form, all blocks must be completed.

When using the paper or .pdf form, failure to use the correct form or provide all the required information will result in the nomination being sent back for revision. If corrections are not made before the deadline, the nomination will not be considered by the Lodge Adult Selection Committee. Lodgemaster will not allow you to submit an electronic nomination unless all fields have been completed.

Adult nomination forms cannot be submitted until after the unit election and **must be received by the deadline for holding unit elections set by the Lodge, or within 10 days of the date of the unit election, whichever is later.** Nomination forms must be signed by the unit leader and the unit committee chair.<sup>20</sup>

Please understand that the unit committee only nominates an adult as a potential candidate for membership in the Order. Unlike youth who become candidates upon election by their unit, an adult does not become a “candidate” until they have been reviewed and recommended by the Lodge Adult Candidate Selection Committee and approved by Atlanta Area Council Executive. When reviewing an adult nomination from a Troop, Crew or Ship, the Lodge Adult Candidate Selection Committee must find that the adult:

1. Is currently registered as a member of the Boy Scouts of America;<sup>21</sup>
2. Meets the same camping requirements as youth candidates;
3. Has the ability to perform the necessary functions to help the OA fulfill its purpose, and not for recognition of service, including current or prior achievement and positions;
4. Has the potential to be an asset to the OA because of demonstrated abilities that fulfill the purpose of the Order; and
5. If selected, will provide a positive example for the growth and development of the youth members of the lodge.

The adult nomination process takes several weeks so adult nominees cannot be called out and should not be otherwise publicly recognized as “candidates” by the unit district or the OA election team.

<sup>20</sup> Typing the name of the unit leader and committee chair on the electronic nomination is considered an electronic signature.

<sup>21</sup> Current registration includes being current on YPT training. The BSA automatically suspends the registration of any adult (over age 18) if their YPT expires.



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Beginning in 2022, adults who are approved as candidates will automatically be notified by email that they have been approved as a candidate once the approval is posted to Lodgemaster.

Adult candidates normally will not receive the candidate token prior to their induction due to the fact that they are notified by email that they have been approved as a candidate by email. If the Chapter holds a Call Out Ceremony after an adult candidate has been selected, they will be presented the adult Candidate with the candidate token.



## Call Outs

A Call Out is a ceremony at which candidates for membership in the Order of the Arrow are formally announced and recognized. Call outs also provide a valuable opportunity for parents and non-members in the Scouting community to learn about the Order. However, **there is no requirement that a candidate must go through a *Call Out ceremony prior to being inducted.***

Under the new national standards, the election team is required to recognize those Scouts who have been elected as candidates shortly after the ballots have been counted. As a result, Egwa Tawa Dee will not honor requests to delay candidate notification.

In Egwa Tawa Dee, each Chapter is encouraged to try to schedule a formal call out ceremony for youth candidates in conjunction with a District-wide event such as a District Camporee or at special ceremony.

Adults who have been nominated by their unit are not candidates until they have been notified by email that they have been approved as a candidate. This normally will not take place until late March so they may not be called out or otherwise publicly recognized as “candidates” unless and until they have been notified that they have been approved as a candidate.

It is possible for a visiting unit to have their elected candidates recognized at an out of-council summer camp if the lodge serving the camp is willing to recognize candidates from other Councils. Upon request, Egwa Tawa Dee will provide a letter certifying the election of the candidates from the unit so they can be called out.

## Induction

Newly elected youth, and adults who are selected as, candidates for membership in the Order of the Arrow must complete the Ordeal and be inducted into the OA within two years of the date of their election.

Except in rare situations, induction must be by the lodge that serves the council in which the unit is chartered. 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. There are only two exceptions to this rule:

- If a candidate moves out of the Atlanta Area Council, he or she may be inducted into the Lodge that serves the area where the candidate lives provided that the candidate is registered with a unit in the area. Upon request, Egwa Tawa Dee will provide proof of the candidates election to the candidate and the Lodge where the candidate has moved.
- When religious custom and observance precludes attendance at any of the Ordeals for the candidate's home lodge (e.g., Sabbath-observant Jewish Scouts). Requests for an out of Council induction must be submitted to the Lodge Adviser to be forwarded to the Chair of the Order of the Arrow Region.



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**Unit Leaders' Guide to Holding an OA Election in Troops, Crews and Ships**





## FREQUENTLY ASKED QUESTIONS

[Under Revision]

~~The following pages are taken directly from the 2021 Edition of the Guide to Unit Elections and will be helpful in resolving many questions that unit leaders have concerning unit elections. However, as a result of the COVID-19 pandemic, in 2020 the National OA Committee implemented several changes to OA Policies and Procedures that made some of the answers to the FAQ in the Guide to Unit Elections obsolete. We have attempted to identify all of those and those that contain obsolete information are indicated by striking through the obsolete text. Updated information is underlined~~