

**Please read the entirety of this text as it contains important information regarding the election process**

- In order to hold the election at least 50% of your current registered youth must be present. Have your OA Troop/Team Representative contact your youth prior to elections and have them encourage attendance on the night of your election
- Please provide ballots containing the names of all eligible scouts
  - Registered, active member of BSA
  - Hold First Class rank for Troop, Discovery Award for Venture, rank of Ordinary for Sea Scouts
  - Has camped 15 days and nights in the past 2 years, including 1, but not more than 1, long-term camp of 6 days/5 nights, such as a summer camp. **Only five nights of the long-term camp may be credited toward the 15-night camping requirement; the balance of the camping (10 nights) must be overnight, weekend, or other short-term camps of, at most, three nights each.**
  - Unit leader approval
  - One suggestion from prior years is to have the ballots reviewed by the Troop prior to the election to ensure an accurate ballot.

- Please have available the information needed on the Lodge-104-Election-Summary for all eligible youth (sample shown below – please provide a minimum of one e-mail). ***This should be ready and provided to the election team BEFORE the election starts.***

BSA ID **	Last Name	First Name	Birthdate	Parent Email 1	Parent Email 2	Scout Email

- Encourage your Troop OA Representative to participate in the election process, excluding the ballot counting process
- You, or an adult you designate, should be present to witness the election team count the ballots
- Adults may also be nominated for membership in the Order of the Arrow
  - The camping requirements outlined above must be met
  - The number of adults nominated may not exceed 1/3 the number of youth elected (rounded up), so if you have multiple qualifying adult nominations, please have your prioritization in mind before the election. See the adult nomination form for more information
  - **Since each adult nomination form must be signed by the unit leader and co-signed by the committee chair it is best to have these completed and signed in time for the election.** Any unneeded forms due to the restriction on the number of adults nominated may be retained by the unit leader.
  - **Please remember to include the dates (month/year is fine) and location of the long-term camping**
  - **Unlike youths, adult nominations must be approved by the Lodge Selection Committee so you will be notified if the nominee will be inducted.**
- **All election forms must be signed by the unit leader the night of the election.**
- The Ordeal will be offered at Spring PowWow (3<sup>rd</sup> weekend in March), Spring Inductions (3<sup>rd</sup> weekend in May) and Fall Fellowship (3<sup>rd</sup> weekend in September).
- Each unit may notify candidates as they see fit. There are two options:
  - Spring Camporee Tap-out: The Netami Chapter ceremony team will call out the elected candidates (marked by units) during a program at the end of campfire. Arrowmen who have participated in this in the past mention how much they appreciate the symbolism of the ceremony.
  - Unit Announcement: As always, the unit leader may simply tell the candidate that they are elected and may attend Ordeal. There is no requirement for a tap-out.