Unit Election Team Checklist B

Troop No. _____

At the Election

- ☐ **Be in proper uniform.**
  The team needs to set a good example by being in complete, correct Scout uniform with OA sashes.

- ☐ **Bring supplies.**
  Bring a supply of pencils, paper, or preprinted ballots sufficient for the expected number of voters.

- ☐ **Bring forms and handouts.**
  Bring copies of the Letter Announcing Elections, Unit Election Report Form, the Eligible Scout Form, the Adult Leader Recommendation Form, Unit Election Evaluation Form, and handouts with information about the upcoming Ordeals and contact information for questions.

- ☐ **Bring the unit election videotape.**
  Bring the TV and VCR unless it is being provided by the unit or is not being used in the ceremony.

- ☐ **Arrive a few minutes before the meeting starts**
  so that the team can set up and talk with the unit leader before the meeting.

- ☐ **Determine who is eligible.**
  Meet with the unit leader and confirm who is eligible to be elected.

- ☐ **Get contact information of those eligible.**
  Record the names, addresses, phone numbers, e-mail addresses, and date of birth of all those eligible to be elected before the meeting. The team might otherwise give away the results of the election by after the election asking only for the names and addresses of those elected.

- ☐ **Determine active membership.**
  To hold an election, the unit must have at least half of the unit's active membership present. No proxy votes are permitted. It is up to the unit leader to define who are active members. If at least half the active members are not present, the election must be rescheduled.

- ☐ **Assign duties.**
  Talk with the unit OA troop/team representative and with any other OA members in the unit who want to help with the election. Give out assignments to these brothers.

- ☐ **Consider adult recommendations.**
  If the unit committee wishes to recommend one or more adults for membership in the Order of the Arrow, ask the unit committee to complete and sign the Adult Leader Recommendation Form. Advise the unit committee of when and how they will be notified of the lodge adult selection committee's action. In the event that no youth are elected from the unit, no adult recommendation may be accepted from the unit that year.

Complete on Side 2

At the Election Continued

- ☐ **Determine if results are to be announced.**
  Confirm with the unit leader if he or she wants the election results announced at the meeting.

- ☐ **Bring election ceremony scripts.**

- ☐ **Conduct the election.**
  Use the unit election video and the approved ceremonial text to conduct the election. The votes are taken by written secret ballot.

- ☐ **Count the ballots.**
  After voting is completed, the election team and the unit leader carefully count the ballots at least twice.

- ☐ **Remember, there is no quota!**
  A Scout is elected if he receives the votes of at least half the voters turning in ballots, rounding the required number of votes up if the number of voters is odd.

- ☐ **If no one is elected,**
  Inform the unit, answer any additional questions, and conduct one more vote. If no one is elected on the second vote, the result is final. That unit will not elect any youth or adult candidates that year.

- ☐ **Announce the results.**
  If the unit leader chooses to have the results announced immediately after the election.

- ☐ **Identify potential election team members.**
  Find out if any of the Arrowmen in the unit might be interested in helping with unit elections in other units in the area, or in any other lodge activities. Record the names and contact information of those who are interested.

- ☐ **Thank the unit leader,**
  the OA troop/team representative, and any Arrowmen who assisted in the election. Make them feel proud of the work they did.

COMPLETED BY: _____ DATE _____