

Unit Elections 2025

Jacob Smith

2025-2026 Tipisa Induction Chairman

Answers to questions: Inductions@tipisa.org

Unit Election Basics

- ▶ Chiefs and Advisers are...
 - ▶ Leaders and expected to be knowledgeable.
 - ▶ (Why you're here at LLDC!)
 - ▶ Responsible to ensure that all election teams are properly trained and prepared.
 - ▶ (Why you're here in this class!)
- ▶ Things change...plan ahead.

Unit Elections

Lodge Resources

- ▶ LLD Training
- ▶ Tipisa LEC Notebook
- ▶ TIPISA.ORG/resources/inductions
 - ▶ Unit Election
 - ▶ Ordeal
 - ▶ Journey to Brotherhood
- ▶ Lodge Leaders!
 - ▶ Officers & Advisers - All
 - ▶ inductions@tipisa.org

Unit Elections

tipisa.org/resources/inductions

[About](#) ▾[Events](#) ▾[Chapters](#) ▾[Membership & Dues](#)[Resources](#) ▾[Contact](#)

Inductions Resources

This page will be restructured after Spring Conclave 2022

Who to Contact:

- Lodge-level induction and election-related questions: inductions@tipisa.org
- Brotherhood-related questions: brotherhood@tipisa.org
- Ceremony-related questions: ceremonies@tipisa.org

Resources:

- Unit Election Resources
 - Order of the Arrow Guide to Unit Elections: [National Publication](#)
 - Tipisa Lodge Unit Elections Training: [PDF](#) | [PowerPoint](#)
 - Tipisa Lodge Unit Elections Script: [PDF](#)
 - Adult Nomination Form: [Fillable PDF](#)
- Ordeal Resources

<https://tipisa.org/resources/inductions> : the Arrow National Inductions Portal: [National Site](#)

Bulletin

TIPIpass R

August 25, 20

Fall Fellow

August 25, 20

Welcome 2

Officers

August 13, 20

Lodge Website Updates

February 18, 2022

Upcoming Events

February 17, 2022

[Awards](#) ▾[Health & Safety](#)[Inductions Resources](#)[LEC Resources](#)[New Member](#)[Resources](#)[Training Resources](#)[Publications Archive](#)

Unit Elections

National Resources

- ▶ OA-SCOUTING.ORG/resources/inductions
 - ▶ Publications
 - ▶ Ceremony Resources
 - ▶ Polestar
 - ▶ Video and Participant Workbook: Chapter 3 - Unit Elections
- ▶ OA-SCOUTING.ORG/resources/publications
 - ▶ The Guide to Unit Elections (GTUE-202206.pdf)
 - ▶ Detailed training and guidance
 - ▶ Handbook for Officers and Advisers (HOA-202306.pdf)
 - ▶ Official Policy (Adult ratios - Pg 19)

Unit Elections

oa-scouting.org/resources/inductions



BOY SCOUTS OF AMERICA®

ORDER OF THE ARROW

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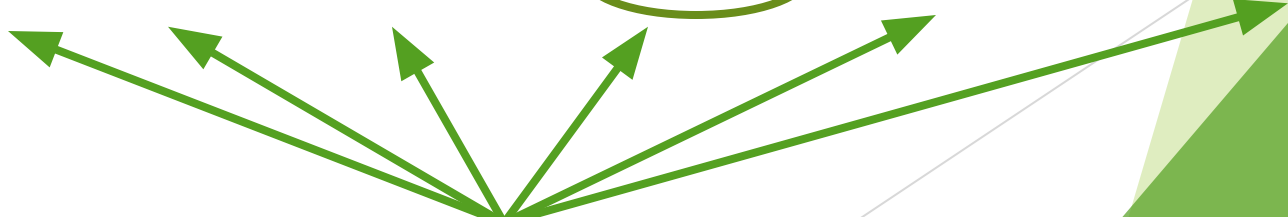
Publications

Ceremony Resources ▾

Unit Elections

Ceremony Coaching & Evaluation

Polestar



Unit Elections

National Resources

Safeguard Protection

The materials on this page are safeguarded by **Brotherhood membership safeguards**.

Safeguard Protection

For password information for the above ceremonies, please see the **Safeguarded Material page**.



 **BOY SCOUTS OF AMERICA®**
ORDER OF THE ARROW

Safeguarded Material

To ensure that Scouts and Scouters who may be going through various ordeals are not spoiled, some of the material on this web site is protected.

The Order of the Arrow, recognizing the attractiveness of the unknown, shall not withhold of any information regarding the Order from any person. Any such withholding shall be interpreted as interfering with any member's religious obligations.

If you have any questions about this policy, or about the Order of the Arrow, please contact your lodge or the National Office.

Ordeal Safeguarded Material

Some material on this site is only available to those who are already members of the Order of the Arrow. The password is the **Admonition of the Order** (in all lower case letters, no spaces, and no punctuation). If you are a member, a member of the Ordeal Ceremony team, or your lodge or council is a member, you may use the password.

Brotherhood Safeguarded Material

Some material on this web site is only available to those who are Brotherhood members.

“Rights” and “Responsibilities”

Unit Leader
and
OA Election Team

Unit Leader Rights

- ▶ May permit or deny an OA election
 - ▶ Chapter Leaders: Record and report all denied elections to the Inductions Chairman (inductions@tipisa.org)
- ▶ May introduce and describe what the OA is before the team presents.
 - ▶ If the Unit Leader is not a member, ask to consult with them.
 - ▶ First impressions are everything.
- ▶ May count votes with the election team privately
 - ▶ Best Practice: Invite the Unit Leader to count with the team
- ▶ May determine when candidates are publicly recognized
 - ▶ Best Practice: Recognize Candidates using the Unit Elections Script
 - ▶ Tipisa.org/resources/inductions

Unit Leader Responsibilities

- ▶ Certify youth eligibility before the election
 - ▶ Rank (or higher)
 - ▶ Scouts BSA - First Class
 - ▶ Sea Scouts - Ordinary
 - ▶ Venturing - Discovery Award
 - ▶ Camping Requirement
 - ▶ 15 Days & Nights -Under the auspices of BSA
 - ▶ (Including, but not more than, 5 Long-term nights)
 - ▶ (Polestar: Camping "...gives Scouts the time to witness each other's actions, during good days and bad.")
 - ▶ Ship nights may be counted as camping for Sea Scouts
 - ▶ (GTUE, Page 13, FAQ 4)
 - ▶ It is preferred that camping requirements be met as part of the unit in which the youth is being considered for election.
 - ▶ Extenuating circumstances may exist (e.g., in case where a youth did not have an opportunity to meet the requirement with the unit), that make it appropriate for unit leaders to consider other BSA camping experiences (e.g. a Venturer counting camping nights completed with a troop or camping nights completed while serving as a staff member at a council camp or national high adventure base).
 - ▶ In each case, the unit leader must satisfy themselves the spirit and intent of the requirement was met (i.e., it was indeed qualifying outdoor camping).
 - ▶ Scout Spirit

Unit Leader Responsibilities

- ▶ Ensure that the name and rank of each eligible youth is accurate and correctly spelled on the Unit Election Report.
 - ▶ The team may print while the UL dictates
 - ▶ All data must be recorded for elected scouts, but only name and rank are required on the form before the UL signs.
- ▶ Ensure that the date and attendance criteria are completed (and valid) before the UL signs.
 - ▶ # Registered Active
 - ▶ # Attending (must be at least 50% of Registered Active)
- ▶ When all the above criteria have been recorded, the UL signs the Unit Election Report
 - ▶ The election officially begins when the Unit Election Report is signed by the Unit Leader.
 - ▶ No name may be added or removed after the Unit Leader signs the Unit Election Report.

Unit Election Report

Tipisa Lodge, Central Florida Council
Troop 4373-GT, Riverside

Unit & district: Troop 4373-GT, Riverside Date of election: _____
No. of registered active youth: _____ No. of youth present: _____

NOTE: At least half of the registered active unit members must be present to hold an election.

(Fill in names and ranks of eligible youths before election.)

Name	BSA Person ID	Gender	Rank / Award	Elected
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
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				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

I certify that the above youth members are eligible and approve them as nominees for election. I also understand that the election results will be final for the year.

Unit leader's signature

Number of members eligible: _____ Number of ballots turned in: _____
Number of votes required: _____ Number elected: _____
Results announced: _____ Announcement date: _____

Unit Leader Contact Information:

Name: Wayne Devoid Youth One: _____
Street Address: 4996 Pine Lily Ct Youth Two: _____
City, State, & Zip Code: Melbourne, FL 32940 Youth Three: _____
Phone Number: (321) 848-6111 Adult One: _____
Email Address: w.devoid@scoutspace.org Adult Two: _____

Unit Election Team Members:

(Use the candidate information form to collect contact information about all elected candidates.)

The Election Team May Not...

- ▶ Conduct the election until the Unit Election Report is signed by the Unit Leader.

The Unit Leader May Not...

- ▶ Change the eligibility list after the election has begun
- ▶ Change the outcome of the election
- ▶ Prohibit a 2nd round if none are elected on the 1st

Youth Eligibility

- 1. Be a registered member of the Scouting America.
- 2. At the time of their election, youth must
 - be under the age of 21,
 - hold the Scouting America First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, and
 - following approval by the Unit Leader, be elected by the youth members of their unit.
- 3. Within the two years immediately prior to the election, the youth must have experienced
 - 15 nights of camping while registered with a troop, crew or ship.
 - 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 Scouting America.
 - 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.

Youth Eligibility cont.

- ▶ 4. Assistant scoutmasters who are 18, 19 or 20 years old are also considered to be youth members for the purpose of OA elections. All requirements shown above must be met for a young assistant scoutmaster to be eligible for election.
- ▶ Prior to the annual election, the unit leader must certify the nominee's Scout spirit and youth membership qualifications.
- ▶ Voting for youth candidates will be based on their spirit of brotherhood, cheerfulness (no matter how tiresome their duties), and a willingness to give unselfish and wholehearted service to others at all times.

Adults

Nominated → Recommended → Approved

- ▶ **“Nominated”** (not “elected”) by Unit Committee
 - ▶ IF elected-youth = 0, THEN adults nominated = 0
 - ▶ IF at least 1 youth is elected, THEN
 - ▶ Multiply # elected by 2/3 (.66) and round up to the nearest whole number.
 - ▶ LodgeMaster will auto-calculate and email UL & Cmte Chair
 - ▶ IF the Unit Leader has held the position for at least the previous 12 months AND is not an OA member THEN
 - ▶ The Unit Committee MAY ALSO nominate the Unit Leader
 - ▶ NOT Assistant Unit Leaders
 - ▶ This is in addition to any “2/3” nominations
- ▶ **“Recommended”** by Adult Selection Committee
 - ▶ Lodge Adviser & Staff Adviser
 - ▶ Council Camping Committee Chairman
- ▶ **“Approved”** by Scout Executive

Adult Eligibility

- ▶ Same camping requirement as a youth
 - ▶ No exceptions or waivers
 - ▶ Cub Scout camping doesn't count
- ▶ Nominated by Unit Committee
 - ▶ NOT an honorarium, recognition, or "Thanks, bud!"
 - ▶ ONLY if at least one youth is elected
 - ▶ ONLY to contribute to the OA's program
 - ▶ Requires a completed OA Adult Nomination Form
 - ▶ LodgeMaster will email Unit Leader and Cmte Chair AFTER youth election results have been "Posted" by the chapter and "Approved" by the lodge.

District or Council Adults

- ▶ May be nominated only if the Adult's primary registration is the District or Council by:
 - ▶ Lodge Adviser, District Chairman
 - ▶ Council President, Professional Staff (Paid)
- ▶ May have the camping requirement waived
- ▶ Professionals are ex officio members ("from the office") of the lodge while they are employed.

Adult Nominations

- ▶ Should provide enough detail to
 - ▶ Convey why and how the nominee is particularly suited to mentoring scouts so as to instill the values of the Oath and Law.
 - ▶ Give examples of the nominee's interactions with scouts and/or why the nominee can be relied on to fulfill aspects 2, 3, or 4 of the Order's purpose.
- ▶ While the OA is *not* an honor or recognition for adults, the nomination should be robust enough that it could be read at an awards ceremony.
- ▶ The objective is to give the review committee confidence in the nominee's suitability.

Adult Nominations

- ▶ Require a statement of
 - ▶ Individual Abilities
 - ▶ Fulfilling the OA's Purpose
 - ▶ Positive Role Model
- ▶ Providing these statements can be challenging for those who are unfamiliar with the OA.
- ▶ To assist unit leaders, an Adult Nomination Guide is included in the adviser LEC notebooks.

The Adult Nomination Guide

- ▶ The Adult Nomination Guide clearly explains
 - ▶ The OA's role in fulfilling the Scout Mission
 - ▶ The OA's role in supporting the unit program
 - ▶ The adult role in the OA
- ▶ Provide a copy to
 - ▶ Unit Leaders and/or Committee Chairs
 - ▶ Any Scouter or parent curious about the OA's role in Scouting and/or the adult role in the OA.

Election Planning

- ▶ Coordinate with the UL for time and place for the OA election.
 - ▶ Meeting, campout, event... Fine!
 - ▶ LodgeMaster will send the initial email to Unit Leaders
 - ▶ The chapter must follow up to verify they received it
 - ▶ Best Practice: Use the lodge standard follow up letter
- ▶ Show up as promised!
 - ▶ The Order must be represented by a trained 2 or 3 member team...
 - ▶ Youth is team leader. Adult is “support.”
 - ▶ Best practices:
 - ▶ Election team members should not conduct voting or count ballots for their own unit. The integrity of the election is enhanced when the team conducting voting is obviously impartial.
 - ▶ A trained team-member, who is skilled in explaining the Order, it’s purpose, eligibility, and or election procedures, may provide this service to their own unit.

Election Procedure

- ▶ Eligibility rules must be explained to the troop
- ▶ At least 50% of the registered active members must be present
 - ▶ Must hold BSA membership card and participate in some troop activities to be deemed “active”
- ▶ Both members and non-members can vote
- ▶ Scouts of the unit considered youth *in the OA* may likewise vote in an OA election
 - ▶ A Scout with disabilities, who is classified as a youth member of the unit, shall be considered a youth (voting) member of the Order of the Arrow regardless of age.
 - ▶ This is the only instance where someone over 21 can vote in an OA election.
- ▶ Elections conducted outside of a unit’s home council are not permitted. Ever.

Team Leader

- ▶ Explain to the UL that current procedures will be used
 - ▶ Available for reference in the UE Notebook
 - ▶ Brief & Review
 - ▶ Rights, attendance requirements, and voting rules
- ▶ Verify that 50% of the registered active members are present
- ▶ IF the unit does not meet the attendance requirement THEN
 - ▶ Politely explain that the election cannot be conducted because the attendance requirement has not been met.
 - ▶ Ask to reschedule the election.
 - ▶ Excuse the team.

Election Team

- ▶ Full uniform & sash
- ▶ “A Scout is Clean”
- ▶ Use the Unit Election Script
 - ▶ Tipisa.org/resources/inductions
- ▶ Use paper ballots with candidate names
 - ▶ Ballots will be sealed & retained by the chapter for 1 year following election
 - ▶ The UE envelope can be used for this purpose.
 - ▶ Caution: Forms returned to the Lodge must be kept separate!
 - ▶ OA election results are rarely challenged.
 - ▶ Hard-copy proof is indispensable when challenges happen.

Voting

- ▶ All unit youth members may vote
- ▶ Scouts may vote for none, one, some, or all candidates
- ▶ Candidates may vote for themselves
- ▶ Voting is not required
 - ▶ “No ballot - No problem”
 - ▶ Scouts not wishing to vote should fold the ballot, slip it in their pocket, and dispose of it later.
- ▶ Returning a blank ballot means “I don’t think anyone is worthy for this honor.”
- ▶ Blank ballots count as a vote against ALL names.

Electing

- ▶ Election requires 50% approval from ballots received
 - ▶ $\text{Even}/2$ or $(\text{Odd} + 1)/2$
- ▶ If none are elected in the 1st round
 - ▶ Explain the OA once again and the desire we have to recognize honor campers
 - ▶ Explain the voting procedures again
- ▶ If none are selected on 2nd round
 - ▶ No more rounds - done until next year
 - ▶ Thank the unit for their courtesy and time

Post Election Duties

- ▶ The election is “certified” only when the UE team signs the Unit Election Report.
 - ▶ DO NOT sign the report until the election is complete!
 - ▶ Election result for each name properly recorded on the Unit Election Report and verified as correct by both UL and Election Team.
 - ▶ Ballots counted & sealed.
- ▶ Conduct: Candidate Recognition Ceremony
- ▶ Provide Unit Leader with
 - ▶ Photo of certified Unit Election Report
 - ▶ “Ordealship” briefing
 - ▶ Finance is never a barrier!
 - ▶ Chapter Callout date & location (optional)

Brief Unit Leader on Candidate Status

- ▶ After election, a candidate is a candidate until the completion of the Ordeal and the Ordeal ceremony.
- ▶ The Ordeal and Ordeal ceremony must be completed within 18 months of the election date, otherwise...
 - ▶ <https://oa-scouting.org/about/membership>
- ▶ The scout must be reelected to regain candidate status.
- ▶ The LEC may extend the 18-month limit for illness or other unusual circumstance.

More Post Election Duties

- ▶ Ensure all data is legible.
- ▶ Immediately photograph completed UE Report and accompanying candidate information forms & email to inductions@tipisa.org
- ▶ Chapter may coordinate to enter data into LodgeMaster but the completed UE Reports must still be emailed.
 - ▶ Candidate information must be completed by the chapter immediately following the election when the results are “Posted” in LM.
 - ▶ Candidate information submitted using the Excel form MUST (may only) be uploaded by the lodge.
 - ▶ Best Practice: Do not leave the election without having obtained all of the elected candidate’s information.
- ▶ Retain UE Report and ballots for one year.

Post Election: email this...



TIPISA LODGE
ORDER OF THE ARROW

Unit Election Report

*Tipisa Lodge, Central Florida Council
Troop 51-BT, Riverside*

Unit & district: Troop 51-BT, Riverside Date of election: 10/6/2021
No. of registered active youth: 10 No. of youth present: 6

NOTE: At least half of the registered active unit members must be present to hold an election.

(Fill in names and ranks of eligible youths before election.)

Name	BSA Person ID	Gender	Rank / Award	Elected
David Byrd	135840620	M	First Class	<input checked="" type="checkbox"/>
Michael R Cushing	130969865	F	Star	<input checked="" type="checkbox"/>
Zander J Hampton	132171394	M	Life	<input checked="" type="checkbox"/>
Connor A Mann	132707005	M	Star	<input type="checkbox"/>
Garrett K Odom	130775238	M	First Class	<input type="checkbox"/>
Tristan X St Laurent	136876429	M	First Class	<input type="checkbox"/>
				<input type="checkbox"/>

...and these



Candidate Information Form

Troop 51-BT, Riverside
Page 1 of 3

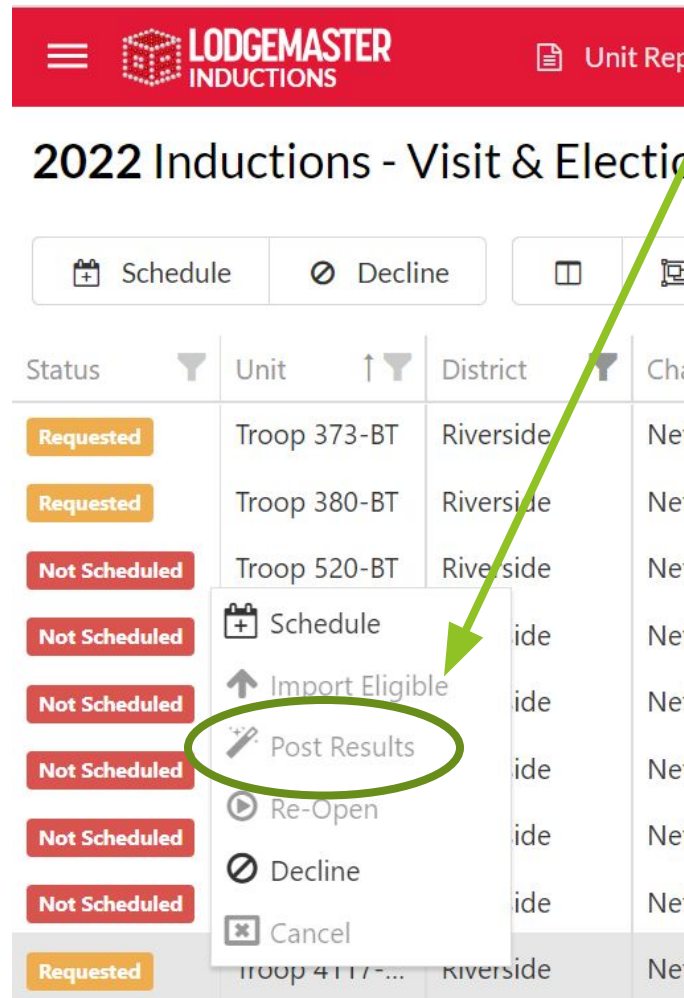
David		Byrd				FL	
First Name	Middle Name	Last Name	Street Address	City	State	Zip Code	
Scout Email	Parent Email	Home Phone	Parent Phone	Scout Mobile Phone			
135840620	First Class	M	09/25/2006		E - Elected		
BSA Person ID	Rank / Award	Gender	Date Of Birth	Nickname	Election Status		

Michael	R	Cushing	720 Gillen Ave Nw	Palm Bay	FL	32907	
First Name	Middle Name	Last Name	Street Address	City	State	Zip Code	
danda805@hotmail.com	Parent Email	(321) 720-7470	Parent Phone	Scout Mobile Phone			
Scout Email		Home Phone					
130969865	Star	F	11/09/2007		E - Elected		
BSA Person ID	Rank / Award	Gender	Date Of Birth	Nickname	Election Status		

Zander	J	Hampton	3595 Ponderosa Rd	Malabar	FL	32950	
First Name	Middle Name	Last Name	Street Address	City	State	Zip Code	
nick.hampton3595@gmail.com	Parent Email	(321) 258-0684	Parent Phone	Scout Mobile Phone			
Scout Email		Home Phone					

To: inductions@tipisa.org

Then “Post” the Election Report and Candidate Info to LodgeMaster



The screenshot displays the LodgeMaster Inductions interface. At the top, there is a red header bar with the LodgeMaster Inductions logo and a 'Unit Rep' link. Below the header, the title '2022 Inductions - Visit & Election' is visible. A navigation bar contains buttons for 'Schedule', 'Decline', and a calendar icon. The main content is a table with columns for Status, Unit, District, and Character. The table lists several troops, with Troop 520-BT highlighted. A context menu is open for Troop 520-BT, showing options: Schedule, Import Eligible, Post Results (circled in green), Re-Open, Decline, and Cancel. A green arrow points from the title text to the 'Post Results' option.

Status	Unit	District	Character
Requested	Troop 373-BT	Riverside	Ne
Requested	Troop 380-BT	Riverside	Ne
Not Scheduled	Troop 520-BT	Riverside	Ne
Not Scheduled		ide	Ne
Not Scheduled		ide	Ne
Not Scheduled		ide	Ne
Not Scheduled		ide	Ne
Not Scheduled		ide	Ne
Not Scheduled		ide	Ne
Requested	Troop 4117-...	Riverside	Ne

Pop Quiz!



Candidate Information Form

Troop 51-BT, Riverside
Page 1 of 3

<u>David</u> First Name	<u></u> Middle Name	<u>Byrd</u> Last Name	<u></u> Street Address	<u></u> City	<u>FL</u> State	<u></u> Zip Code
<u></u> Scout Email	<u></u> Parent Email	<u></u> Home Phone	<u></u> Parent Phone	<u></u> Scout Mobile Phone		
<u>135840620</u> BSA Person ID	<u>First Class</u> Rank / Award	<u>M</u> Gender	<u>09/25/2006</u> Date Of Birth	<u></u> Nickname	<u>E - Elected</u> Election Status	
<u>Michael</u> First Name	<u>R</u> Middle Name	<u>Cushing</u> Last Name	<u>720 Gillen Ave Nw</u> Street Address	<u>Palm Bay</u> City	<u>FL</u> State	<u>32907</u> Zip Code
<u>danda805@hotmail.com</u> Scout Email	<u></u> Parent Email	<u>(321) 720-7470</u> Home Phone	<u></u> Parent Phone	<u></u> Scout Mobile Phone		
<u>130969865</u> BSA Person ID	<u>Star</u> Rank / Award	<u>F</u> Gender	<u>11/09/2007</u> Date Of Birth	<u></u> Nickname	<u>E - Elected</u> Election Status	
<u>Zander</u> First Name	<u>J</u> Middle Name	<u>Hampton</u> Last Name	<u>3595 Ponderosa Rd</u> Street Address	<u>Malabar</u> City	<u>FL</u> State	<u>32950</u> Zip Code
<u>nick.hampton3595@gmail.com</u> Scout Email	<u></u> Parent Email	<u>(321) 258-0684</u> Home Phone	<u></u> Parent Phone	<u></u> Scout Mobile Phone		

Who is missing must-have information and why is that bad?

(Answer)



Candidate Information Form

Troop 51-BT, Riverside
Page 1 of 3

David		Byrd				FL	
First Name	Middle Name	Last Name	Street Address	City	State	Zip Code	
Scout Email		Parent Email	Home Phone	Parent Phone		Scout Mobile Phone	
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BSA Person ID	Rank / Award	Gender	Date Of Birth	Nickname	Election Status		
Zander	J	Hampton	3595 Ponderosa Rd	Malabar	FL	32950	
First Name	Middle Name	Last Name	Street Address	City	State	Zip Code	
nick.hampton3595@gmail.com			(321) 258-0684				
Scout Email		Parent Email	Home Phone	Parent Phone		Scout Mobile Phone	

- 1) David Byrd has no email address.
- 2) He will not receive any email communication!

Resources

- LEC Notebook
- tipisa.org/resources/inductions
- oa-scouting.org/resources/inductions
- oa-scouting.org/resources/publications
 - Unit Elections Handbook
 - Handbook for Officers and Advisers
- (email) Inductions@tipisa.org

