

Session Objectives

- **Explain** the importance of a quality unit elections team
- **Demonstrate** the correct way to approach a unit election from start to finish
- **Guide** the arrowmen in creating lasting impacts on candidates
- **Enable** the unit election teams to go back to their lodge and conduct the elections

Session Length: 60 Minutes

Appendix Resources

- Have a few per group of the following materials printed out, all found in the *Guide to Inductions* or included on the Training Portal:
 - Sample Letter Announcing Unit Elections
 - Adult Candidate Nomination Form
 - Unit Election Ceremony Script
 - Sample Ordeal Candidate Letter
 - Sample Ballot Sheet
 - Unit Elections Report
 - Unit Election Evaluation Form
 - Camp Promotion Packet or Summer Camp Brochures

Required Materials

- Projector running the CTI Unit Elections Team Training PowerPoint

Trainer Preparation

The trainer needs to be familiar and well-versed in the unit elections process. The trainer should be able to not just deliver the presentation but be familiar with the material to be able to answer any questions asked. Have the printed materials available to the audience after the session.



Session Narrative

Introduction

3 Minutes

Trainer Tip: As people are walking in, start a conversation about the first time they remembered hearing about the OA, seeing a sash, if they remember their ordeal, etc.

Introduce yourself and explain that the purpose of today's training session is to improve together as better unit election teams. Explain how unit elections are the lifeblood of our organization, the only way we get new members, and sometimes the only interaction the Order of the Arrow has on non-members so, it is important that it is done with quality, professionalism, and to the standard as set out by the *Guide to Inductions*.

Responsibilities & Functions

5 Minutes

This section will detail how the lodge unit elections committee functions and what responsibilities it has. The lodge unit elections committee is responsible for setting the framework of unit elections within the lodge:

- Setting timeframe unit elections will be held
- Deciding when results for unit elections are due
- Training unit election teams
- Recording unit election results
- Distribute information on adult nominations to the lodge adult selection committee

Membership Requirements

15 Minutes

Since the revised policy for Order of the Arrow membership has taken effect in 2019 to include the Venturing and Sea Scout programs, it is imperative that you read these slides carefully and explain the details. Explain what areas have changed with the membership policy revision, and what membership requirements have stayed the same.

Also important and often overlooked, the adult nomination process. The requirements for adult nomination should be explained, as well as the process governing approval of adult nominations through the lodge adult selection committee.

Unit Elections Team

4 Minutes

The unit election teams are typically comprised of two or three members from the lodge or chapter unit elections committee. Unit elections teams are responsible for confirming the dates and times of elections, as well as preparing any necessary materials beforehand. The unit elections team should be working with the OA Unit Representatives to generate excitement about the OA within the unit, review unit election procedures with the unit leader, and assist in distributing Ordeal induction information to candidates after their election.





Unit Elections

Team Training

Before the Election: Planning & Scheduling

5 Minutes

Prior Planning Prevents Poor Performance. A number of issues arise when unit elections teams are not prepared when performing a unit election. How a unit election is performed directly influences the perception on how unit views the local lodge and the OA. A variety of best practices should be shared with the participants to ensure proper planning before unit election.

Before the Election: Final Preparation

5 Minutes

Ensure that the unit election teams are contacting the units 10 days before the scheduled date to reconfirm the date, time, and location. During this 10-day window, the unit election team should also touch base with the OA Unit Representative to ensure all final preparations are made. Any arrangements on unit election materials needed should also be confirmed at this time. If the election is canceled, the unit elections team should work with the unit leader and the OA Unit Representative to make sure the election is rescheduled. Make sure that the unit elections team leader is staying in contact with the unit leader in case any issues arise.

Unit Election: Before the Election Begins

5 Minutes

Stress the importance of being early, in uniform, and ready with all forms to conduct the election. Make sure that teams are planning on meeting with the unit leaders before the meeting begins to finalize details like the candidate list.

Unit Election: Conducting the Election

3 Minutes

Hit on each of the points and give personal examples to help reinforce the points, or how you would phrase that if you were conducting the election.

Unit Election: Counting the Ballots

5 Minutes

Once the final ballot for the unit election has been submitted, the team must count the ballots in a private location. While this count is being performed, the Scouts in the unit are asked to not leave the meeting place if a second round of voting is required due to no Scouts being elected during the first ballot. It would also be a great opportunity to promote the Order of the Arrow or camping promotions while the ballot count is taking place.

Unit Election: Announcing the Results

4 Minutes

After a count of the unit elections ballot has taken place, the unit election team should confer with the unit leader on the results of the election and when the confirmed candidates will be announced. The unit leader can choose to announce immediately or to withhold the results until the candidates can be announced during a call-out ceremony. It is recommended that the announcement of OA candidates mimics BSA guidelines with immediate announcement and public recognition to follow.

After the Unit Election: Election Wrap-Up

3 Minutes

The wrap-up of a unit election is just as important as performing the election itself. Once a unit election has been completed and the elected candidates recorded, the unit election report should be filled out and submitted to the lodge unit elections committee as soon as possible. Along with a unit





Unit Elections

Team Training

election report, the unit elections team should also submit any adult nominations to the lodge adult nomination committee.

Questions and Comments

3 Minutes

Take any questions that your audience may have. Once enough has been answered or time comes, thank everyone for attending the session, invite people to still come up if they have questions or comments, and then dismiss the session.

Trainer Tip: Stay around after the presentation. Be sure to make yourself available to your audience, explain the resources, and answer any questions they have. For some of these arrowmen, this is the first time they've seen a Unit Election from a perspective other than the voters.

