

Unit Elections Team Training

Session Length: 50 Minutes

Learning Objectives:

- Know the rules and regulations of unit elections
- Be able to effectively run a unit election

Required Materials:

- Chalkboard/white board/flip chart
- Copies of handouts
 - [Sample Letter Announcing Elections](#)
 - [Unit Elections Rules and Procedures](#)
 - [Unit Elections Frequently Asked Questions](#)
 - [Unit Elections Team Checklist](#)
 - [Unit Elections Ceremony](#)
 - [Unit Election Report](#)
 - [Unit Election Evaluation Form](#)
 - [Adult Candidate Nomination Form](#)
- Copies of all the relevant unit elections documents
- [Guide to Inductions](#) and [Guide to Unit Elections](#)
- Contact information for the lodge/ chapter unit elections chair and adviser

Trainer preparation

Trainer Tip: The material presented below was written to start in a lecture format. The rules and regulations are best presented in a straightforward manner since there can be no real deviation or debate. The Performance section, however, should be a class driven experience.

Before participants arrive, display on the chalkboard, white board, flip chart, or PowerPoint:

- The name of the session,
- Your name,
- Contact information,
- Learning objectives,
- Review materials needed.

Depending on the resources available in your training venue you may also opt to use the “Conducting a Quality Unit Election” and “Electing New Members Unit Elections” videos. Adjust the session activities and length depending on your choices. These videos are available at <http://www.oa-bsa.org/resources/ucl-support/lodge-program-resource-videos>.

Session Narrative

Introduction: 5 Minutes

[Introduce yourself and, depending on group size, ask participants to introduce themselves giving their name, chapter, where they are from. Review the learning objectives.]

Welcome. The purpose of this session is to prepare all of you to be effective unit elections team members. We are working under the assumption that your chapter chief and unit elections chair have scheduled unit elections and now they need a prepared unit elections team to go out and perform the election.

That team is you. With all the units in our lodge and chapter requesting elections at any given moment, each one of you needs to be prepared to make the election happen. So, let's dive right into this.

The Rules: 10 minutes

[If you want handouts for this section please refer to the materials provided in the resources section of the [Guide to Inductions](#).]

In terms of rules it needs to be made clear to the unit leader from the beginning that (1) these are the rules that we will be following and (2) nobody present has the authority to cir-

cumvent these rules. Come prepared with the rules in hand in case there should be any question or dispute.

In terms of rules for you as the team: these are inflexible. They must be followed to the letter. These rules do not necessarily have to be memorized but you must be familiar enough with them to (1) know when to refer back to the written rules and (2) be able to run the election smoothly.

Let's review the rules right now.

[Using the information in the ["Unit Elections Rules and Procedures"](#) in the resources section of the [Guide to Inductions](#), discuss each rule. Reading each rule word for word is not necessary, but they need to be covered in detail.]

The Process: 10 minutes

[If you want handouts for this section please refer to the materials provided in the ["Unit Elections Team Checklist"](#) and the ["Unit Elec-](#)

[tions Ceremony"](#) in the resources section of the [Guide to Inductions](#).]

Unlike the rules, this is one area where you have the ability to deviate, but it is not recommended. Following the process is just as important as the rules since the process will serve to set the tone. [Focus on the "At the Election" section.]

[Using the information in the ["Unit Elections Rules and Procedures"](#) in the resources section of the [Guide to Inductions](#), run through each step. Reading each step word for word is not necessary, but cover the steps in detail.]

There is also a [Unit Elections Ceremony script \(page 85\)](#). It is important to follow the ceremony script. Arrive early and plan who is doing each part. Remember, a Scout is prepared.

The Performance: 20 minutes

What we are going to do now is go through an entire unit election from meeting with the unit leader to finalizing the paperwork.

Scenario:	Situation:	Players:
Initial meeting between unit leader and unit elections team leader	This is the unit leader's first unit election and they are not entirely sure about the protocol. As a result, it is important for the unit elections team leader to explain the process to the unit leader and provide the required information. The unit leader should be asking a lot of questions and the unit elections team leader needs to answer them (there is no shame in referring to the written rules or procedures as detailed in the Guide to Unit Elections).	Unit leader Unit elections team leader
Conducting the elections	The unit elections team conducts the election as written in the unit elections ceremony script. Distribute ballots and collect them.	Unit elections team Candidates Troop, Crew or Ship
Counting the ballots	Count the ballots twice to ensure accuracy.	Unit elections team Unit leader
Unhappy unit leader	The unit leader is unhappy that one Scout was elected and wants his name removed.	Unit elections team Unit leader
Announcing the results/ finalizing paperwork	Announce the results and finalize the paperwork.	Unit elections team Unit leader Candidates Troop, Crew or Ship

[It is very important at this point to complete a reflection on the role-playing exercise. Be mindful of your comments during the process because the questions or situations you point

out will be situational. Below is a list of potential questions.]

- So what went right with our election?

- What went wrong? What can we do to solve this problem?
- What should we continue doing in the future?
- What other ways could we have handled the unit leader's problem?
- Could we have been more upfront about the rules at the beginning and would have had it prevented the problem?

Conclusion: 5 Minutes

I hope you all learned a lot today about the process of unit elections. The best way to get better at this is to be prepared. Know the rules, know your role, and know how to handle situations. A unit election is a Scout's first contact with the Order of the Arrow and it is critical that we present the Order of the Arrow in a positive manner.

I will now field any questions or concerns.

Appendix: Source Material and Resources

To learn more about managing and conducting unit elections:

Order of the Arrow Guide to Inductions

<https://oa-bsa.org/resources/inductions> for OA members

Order of the Arrow Guide to Unit Elections

<https://oa-bsa.org/resources/inductions> for both members and non-members

For the official unit elections procedures and eligibility requirements:

Order of the Arrow Guide for Officers and Advisers

<https://oa-bsa.org/resources/publications#goa>