



# Occoneechee

## Lodge of the Order of the Arrow

### Election Checklist

The following is a checklist to help the team adult through the first few elections.

#### **Before the ceremony:**

- Hand out scripts to team
- Obtain a list of eligible youth from the Scoutmaster
- Determine the number of Scouts registered under the Troop's current charter
- Determine if an election quorum is present (50% of registered youth) and make go/no-go decision.
- Determine if all nominees are present. If not, fill out Database form for those not present with help of Scoutmaster (those present will fill in their own information).
- Fill in Unit Election Report form, making sure that you get the Scoutmaster's name, phone number and address.
- Have the Scoutmaster sign certification portion of the Unit Election Report form.

#### **During the Ceremony:**

- Locate a room where ballot counting can take place. Inform the Scoutmaster that he or another adult Scouter can be present during the count. (if he chooses to be present, you should be present as well.)

#### **While the team hands out ballots:**

- All nominees fill in the New Candidate Database Information forms. Collect these forms with ballots, and verify that the information is legible.
- Collect scripts from the youth members of the team.

#### **After the count:**

- If another ballot is needed, pass out new ballots, etc.
- On the New Candidate Database Information forms, "X" out the nominees not elected.
- Leave a copy of the Unit Election Report form for the Scoutmaster. Get copy for yourself.
- If a youth has been elected, give the Scoutmaster one copy of the Adult Nomination form if he wants one.
- Write "One Adult" or "No Adult" on the bottom of the Unit Election Report form to tell me whether or not the Scoutmaster plans to nominate an adult.
- Discuss the Call-Out with the Scoutmaster. If he will not attend Spring Camporee, does he want a Call-Out performed for his Troop? Get contact name if different from Scoutmaster.
- Leave one copy of the OA Troop Representative information. (new Troop Leadership office)
- Leave one copy of the Troop Service Award form.
- Leave one copy of the Chapter and Lodge calendar, and ask the Scoutmaster to post it on his bulletin board.

#### **On the way home:**

- Mail the Unit Election Report form and the New Candidate Database Information forms.