



Dear Unit Leader,

You recently scheduled your annual unit election for the Order of the Arrow. An election team from the lodge will be out to conduct the election on the scheduled date. There are a few things you can do to make this process go as smoothly and efficiently as possible.

1. Please have a copy of your unit roster available for review at the time of the election.
2. Have the name, address, preferred contact phone number, date of birth, youth email address, and parent email address for each of the qualified candidates on hand.
3. Ensure that at least 50% of the registered youth members of your unit are present at the scheduled meeting in order for the election to be conducted.

Just a reminder to be eligible for selection, each candidate should:

- Be a registered member of the Boy Scouts of America.
- Have experienced 15 nights of camping while registered with a troop, crew, or ship within the two years immediately prior to the election. 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 Boy Scouts of 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. Ship nights (nights spent on a ship) may be counted as camping for Sea Scouts.
- At the time of their election, youth must be under the age of 21, hold the Scouts BSA First Class rank, the Venturing Discovery Award, or the Sea Scout Ordinary rank or higher, and following approval by the Scoutmaster, Crew Advisor or Sea Scout Skipper, be elected by the youth members of their unit.

On the night of the election, have all unit members present in complete uniform, with current OA members wearing their sash. Please allow the unit election team the time necessary to conduct the election without interference. The election should not take more than 30 minutes of your meeting.

If a youth member is successfully elected to the Order of the Arrow, adult Scouters are eligible for nominations. The unit can nominate adult members at a 3:1 ratio; up to 3 youth candidates allows for 1 adult candidate. If more than three youth members are elected, additional adults can be nominated using this ratio. Nominated adults must meet the same camping requirements as the youth. As a unit leader, you are also eligible for nomination if you are not a member of the Order of the Arrow. Your nomination would not count towards the 3:1 ratio for your unit.

If no youth members are elected, no adult may be nominated for membership. Another election for your unit may not be held for another calendar year.

Finally, as the unit leader, you have the final say if a Scout should appear on a ballot. Even if the individual Scout meets the requirements, you are to put forward those candidates that best live the Scout Oath and Scout Law in their daily lives, and who will best represent your unit in the Order of the Arrow.