SIPP-O Lodge Election Procedures

1. Contact Scoutmaster at least a day prior to Election to confirm details and availability of computer/projector to show promo video. If you need to take your own laptop, download video from Buckeye Council website prior to arrival in case there is no internet at meeting location. Some units may not want to show the video. Always be with a buddy.

2. Arrive 15 minutes ahead of scheduled election to introduce yourself to the Scoutmaster, fill names in the form and to do any setting up. Wear class A and sash and DON'T BE LATE!!! Bring extra Election forms with you incase you need more than one or make an error. Good number is 4. Better to have too many. Enlist the Troop’s OA Rep to help you.

3. Give your presentation, show video, ask if there are any questions and then hold the election. There is to be no campaigning and the voting is by secret ballot. ALL YOUTH 20 years and younger may vote - OA & non-OA members.

4. Once you have collected the ballots, go to a private room to count the ballots. Tally marks work the best. Count the ballots twice to make sure no mistakes are made. The only ones in the room should be the Election team and possibly the troop SM or designee. Do not let any adults or youth persuade you to alter the results. The numbers are the numbers even if someone is short by 1 vote. If nobody is elected the first time around, you may hold a second election. After that, the results are final. There will be no additional voting if someone is elected the first time. Election results are final and can not be changed by the SM or anyone else. (This sometimes becomes an issue when a SM’s child does not get elected or they don’t agree with the results).

5. After you have the results, give the Scoutmaster the WHITE sheet and make sure that his signature is on the form. At that time you may want to ask him if there are any Adult nominations and have him fill out the back side of the YELLOW sheet (after you tear it off the WHITE one). Turn the YELLOW copy into the District Elections Chair or Chapter Chief to turn into Membership at an LEC. Do not give results to anyone else (this includes other youth, parents, your friends, etc...). This is the responsibility of the SM. Take the ballots home and discard (do not give to anyone else).

The Rules & How To Fill Out The Election Form

1. Fill out entire form neatly in big block letters with pen. Make sure writing transfers clearly to the YELLOW sheet. This is the sheet that gets turned into the Lodge. Before writing on the back of the YELLOW sheet, separate it from the WHITE one.

2. The Scoutmaster will determine who is eligible to be on the ballot. Some will have the election form already filled out for you. If they don’t or if they don’t have all the info that is being requested, PLEASE get a minimum . . . their NAME, DATE OF BIRTH and either the Youth’s or their parent’s email address. DO NOT use the SM’s email as this prevents those getting elected from receiving info from us regarding the Ordeal.

3. To be eligible a YOUTH must be Troop First Class or Venturing Discovery Award, have 15 nights of camping and the approval of the SM. A Youth is anyone who is age 20 and lower. Once a Youth is put on the election form and the voting is held, the SM may not remove him.
3. To be eligible an ADULT must have 15 nights of Camping and be nominated by their Committee. This is not an award or prize. An Adult is anyone who has had their 21st birthday. Adults should be considered based upon their positive influence and ability to be an active member of the Lodge.
   - In order for a unit to nominate an Adult, at least one Youth must be elected. One Adult for every 3 Youth may be nominated. Use multiple forms if needed.
   - **If the SM is not an OA member AND has been in the SM position for at least 1 year, he may be automatically nominated without counting against the 1:3 ratio. His name needs to be put on the election form in the Adult section and indicate this. The tenure will be checked.
   - Adult nominees need to be approved by the committee. Units will be notified should there be an issue.

4. In order to hold an election, half of the Unit's ACTIVE Youth must be in attendance. This is not necessarily the roster number. Those away at college or who never come/ are inactive would not be considered active. The SM will give you this number. If they don’t have half, you will need to reschedule the election.

5. In order to be elected a Youth must have at least half of the number of ballots turned in as votes.

   **EX.**
   - 10 ballots turned in - need to get 5 votes
   - 13 ballots turned in - need to get 7 votes (round up odd numbers)

6. If a blank ballot is turned in (nobody got any votes on it) it is still counted towards the number turned in.

   **EX.**
   - 10 ballots turned in but 1 is blank - still need 5 votes to get elected
   - 10 ballots turned in but 5 are blank - still need 5 votes to get elected

7. A Scout may elect to not turn in a ballot if they are not going to vote for anyone (this is often the case with new Crossovers as the voting should be based on what the Scout has done in the troop, not on who knows him. Remember, that this should not be a popularity contest.

   **EX.**
   - 10 Youth at the election - 6 ballots turned in - need 3 votes to get elected

8. Make sure to reiterate to the Youth that they can vote for as many on the ballot as they want. Many don’t understand this concept.

9. After you tally the votes, mark in the box beside the Youth’s name if they were elected. Leave the box blank if they were not elected. If no boxes are marked, I will assume that nobody was elected.

10. Make sure to write your name on the bottom where it says Election Team and indicate if and where the Unit will be attending camp.

11. After you fill out the front, separate the two sheets and fill out the back side, including number elected, Adult nominations, Signatures and OA Rep info if it is available. Again, Adult Leader name, birthdate and email are the most important info for us at this time.

   **The most important thing to remember is to have fun. Think about why you are an OA member and why you go to events. Share your experiences with those in the unit who are already in the OA and might not be active as well as those who want to be elected. Stress that this is not academic and is not a popularity contest . . . promote the fun stuff but also the serious stuff and our purpose . . . “Brotherhood of Cheerful Service”**

If any issues arise and you are not comfortable or you have any questions, before, during or after you hold an election, you may text or call us at any time:

*Mrs. Cindy Donze - (330) 479-1673*   *Mr. Toby Hoy - (330) 323-2445*