



Unit Elections 101

A guide by Leo McDunn and Zach Sandman

Election Promotions

The Chapter VC of Administration should:

- ➔ Email Troop Scoutmasters
- ➔ Hold a Unit Elections Training at the January Chapter Meeting (you could even use this presentation)
- ➔ Use Troop OA Representatives

Establishing Contact

The Chapter VC of Administration should:

- Coordinate with Scoutmasters to determine a DATE for the Election
- Make sure Scoutmaster has printed BALLOTS
- Scoutmasters must have FULL NAME, BIRTHDAY, BSA ID, RANK, and EMAIL (of scout AND parent) of Each Eligible Candidate

Eligibility Requirements

For TROOPS, candidates must:

- Be a registered member in BSA
- Hold the Rank of First Class
- Have Scoutmaster Approval
- Since 2 years preceding the Election, have experienced 15 nights of camping with the troop, 5 of which **MUST** be consecutive

For CREWS, candidates must:

- Be a registered member in BSA
- Hold the Discovery Award (Venture) or the Rank of Ordinary (Sea Scout)
- Have Scoutmaster/Adviser Approval
- Since 2 years preceding the Election, have experienced 15 nights of camping/ship nights with the crew, 5 of which **MUST** be consecutive

NOTE: The number of Adults elected **CANNOT** exceed **ONE THIRD** of the number of Youth elected!

Election Team

The Chapter VC of Administration will create Election Teams for Unit Elections. The Teams must consist of:

- 1 Adult Adviser
- At Least 2 Youth
- Maximum of 4 People

Before the Election

The Election Team should:

- Verify with the Chapter VC of Admin that the Election date is confirmed and the Scoutmaster has all the materials printed
- Print or prepare the Election Script ([sample](#)) (Not Absolute, Use as a Guideline and don't be a Zombie)
- Review the Election Team Materials on the Lodge Website

Lodge104.net -> Downloads -> Election Teams

Arriving at the Election

The Election Team should:

- Arrive early, introduce selves to Scoutmaster
- Make sure that at least 50% of the Troop is PRESENT
- Give Adult Nomination Submission Form to Scoutmaster to fill out

Introducing the Election

The Election Team should:

- Talk about/promote the OA
 - ◆ Why is OA important? What do we do?
 - ◆ Promote 2026 CONCLAVE- All hands on deck!
 - ◆ Promote Summer Camp!
- Review Eligibility Requirements
- Explain Voting Procedure
 - ◆ People can vote for AS MANY PEOPLE AS THEY WANT

Running the Election

The Election Team should:

- ➔ Pass out ballots, let them vote, and collect
- ➔ Count votes in a private space- Scouts in the troop/crew are NOT ALLOWED in the room!
- ➔ Fill out “Ordeal Candidate Election Summary” using information from the Scoutmaster (mentioned in “Establishing Contact”)
- ➔ Notify Scoutmaster of the Results- it is HIS RESPONSIBILITY to determine how the troop is notified of the results!
- ➔ Retrieve “Adult Nomination Submission Form” from Scoutmaster

After the Election

The Election Team should:

- ➔ Thank the Troop and the Scoutmaster
- ➔ Submit Election Results ASAP on Lodgemaster
- ➔ Leave knowing you just completed another fantastic Unit Election

You're Finished!

If you have any questions, be sure to ask!
