

OA ADULT NOMINATION SUBMISSION PROTOCOL

Revised election forms for Youth and Adults can be easily completed as a “filled” pdf or can be printed and written out for submission. Please use the current forms for each Chapter to keep our submission system consistent.

NOMINATOR:

1. Complete adult nomination form, but DO NOT announce or release any names since all adults must be pre-approved by the Lodge Adult Selection Committee (Lodge Chief, Lodge Adviser, and Scout Executive).
2. Recheck and specifically confirm the camping requirement before submitting the nomination for signature.
3. Secure approval signatures from Unit Leader and Committee Chairman or from District Chairman or District Commissioner for Scouters not directly serving with a unit.

UNIT LEADER, COMMITTEE CHAIR, DISTRICT CHAIR OR DISTRICT COMMISSIONER AS APPLICABLE:

4. Deliver the signed nomination to the (adult) election team adviser at the time of the unit election or later as applicable.

CHAPTER ADVISER (MAY BE DELEGATED TO ELECTION TEAM ADVISER AT THE DISCRETION OF THE CHAPTER ADVISER):

5. Verify that the nomination is complete with special attention to the camping requirement, appropriate adult to youth ratio, and approval signatures.
6. Send email with attached adult nomination form directly to the Lodge Elections Adviser, Don Miller (millerd@roanestate.edu).

LODGE ELECTIONS ADVISER:

7. Check nomination for appropriate Scouting experience and dates and appropriate adult to youth ratio.
8. Work with the Chapter Adviser to clarify or correct any issues.
9. Forward completed nominations to the Lodge Advisor.

LODGE ADVISER:

10. Review nomination and work with the Lodge Elections Adviser to clarify or correct any issues.
11. Forward completed nominations to the Council Registrar.

COUNCIL REGISTRAR:

12. Confirm adult registration and YPT status and report the results (i.e., valid, or invalid) to the Lodge Adviser.

LODGE ADVISER:

13. Return invalid nominations to the Chapter Adviser (and copy Lodge Elections Adviser) with an explanation.
14. Forward valid nominations to the Lodge Chief and Supreme Chief of the Fire (Scout Executive) for approval.

LODGE CHIEF AND SCOUT EXECUTIVE:

15. Review nominations and return approval decisions to the Lodge Adviser.

LODGE ADVISER:

16. Notify the Chapter Adviser and Lodge Elections Adviser of the approval/disapproval decision.
17. Notify the Council Registrar of approved nominations.

COUNCIL REGISTRAR:

18. Enter the approved adult nominees as candidates in Lodge Master.

CHAPTER ADVISER:

19. Notify Nominator and Unit Leader, Committee Chair, District Chair, and/or District Commissioner (as appropriate).
20. Send approved adult nominees a copy of the candidate information package.
21. Record and maintain a copy of all approved nominations at the Chapter level.

*Read this link for Scout:Adult Ratio - <https://oa-bsa.org/resources/faq/number-of-adult-recommendations-per-unit>