

OA UNIT ELECTIONS INITIAL PROTOCOL

Revised election forms for Youth and Adult nomination forms 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.

1. Secure an up-to-date list of all units in the District/Chapter from the council office and/or District Executive or District Commissioner, that includes contact information for each unit.
2. Contact each Unit Leader by email, phone, and/or text and request to conduct an OA election and track completed unit contacts for each calendar year (this is an important part of our Performance Management Plan).
3. Introduce yourself and advisor as Pellissippi Lodge Election team members from Chapter/District.
4. Provide complete and specific contact information for a response. If no response, check back again within two weeks of initial contact.
5. Be prepared to provide a brief explanation of the OA in case the Unit Leader is not familiar with the OA or elections.
6. Set up a date for an election in conjunction with the Unit Leaders and Youth.
7. Contact and secure an election team for the Unit election date. Copy all team members (email/text) on future communications about the upcoming election.
8. Plan and arrange for adult leadership and transportation to the Unit meeting location.
9. Attend the unit meeting and conduct the election. See Election Guidelines.
10. Complete and submit electronic copies of the election reports and nomination forms to lodge leaders listed at the bottom of the current Chapter submission form.