



SAKLAN LODGE

ORDER OF THE ARROW

How OA Unit Visitations (UV) Work, For Unit Leaders

BEFORE THE VISIT

1. We will be showing the “Electing Members to BSA’s National Honor Society” video at your meeting. The UV Team should coordinate with you on the logistics of how this will be shown. <https://vimeo.com/469028950> (still branded as BSA - we have requested an update to this video)
2. Unit Leader should propose 3 dates in the LodgeMaster online system that will work for the Unit’s schedule. **Unit Leader should watch for “Unit Scheduling Request” or “Reminder” emails, and follow the “Request an Election” link in the email. Emails will be sent on the first of each month to all units that have not had or scheduled an election in the last 365 days.**
3. Once the scheduled UV date is confirmed, **Unit Leader should watch for “Election Preparation Message” and follow the “Submit Eligible Youth” link in the email**, and enter eligible candidates, with complete information (Name, BSA ID, Birthdate) into LodgeMaster. *We can no longer accept youth candidate information through email or paper forms.*
4. UV Team Lead will bring **Unit Election Report** and **Unit Election Ballots** to the UV.
5. Please ensure at least 50% of the active unit members will be in attendance at the meeting. The election cannot proceed without this threshold being met. Please note that units that meet together (Boy/Girl Troops) are considered separate units for the purposes of active members and voting.

PRE-PRESENTATION

6. Unit Leader should coordinate with UV Team Lead whether results should be announced at the meeting, right after the election.
7. Youth Leader, Unit Leader, and UV Team Lead should coordinate when the presentation will happen in the meeting.

PRESENTATION

8. UV Team performs the presentation and election.

POST-PRESENTATION

9. UV Team will count the ballots in private (away from the troop meeting area).
10. UV Team will complete the **Unit Election Report**.
11. Unit Leader should sign the **Unit Election Report**.
12. If the Unit Leader has approved announcing the election results, Youth Leader should direct when these should be announced by UV Team. Note that there may be no one elected.

AFTER THE VISIT

13. Unit Leader will receive an email copy of the **Unit Election Report**.
14. Once the election results are approved by the Inductions Team, **Unit Leader will receive an “Election Recap Message”**. **Unit Leader should follow the “Nominate an Adult” link in the email** to nominate adults in the unit for the OA. Unit Leader may nominate up to 2/3 of the quantity of elected youth, plus the Unit Leader themselves. Adults must meet the same camping requirements that youth do. Follow the link for additional detailed requirements. Adult Nominations are subject to Lodge Adult Nomination Committee Approval. *We can no longer accept adult nomination information through email or paper forms.*

If you have questions about this procedure, please contact uvs@saklanlodge.org or your Chapter’s leadership.