

# RESPONSIBILITY ASSIGNMENTS for UNIT ELECTIONS

## UNIT LEADER

or whoever prepares the forms

### 2 WEEKS BEFORE THE ELECTION

Prepare each Adult Recommendation report and Youth Unit Election Report, available from our website at <http://www.alamoareabsa.org/oa> under Lodge Documents. SAVE each document to your computer. Open the file then key in all information. Upload the Youth report digital file to <https://form.jotform.com/72926149726163>

PRINT out Pages 1 & 2 of the Youth report plus the Adult Recommendation and have them signed. If you have multiple Adults, be sure to RANK all Adults 1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc. Then SCAN these forms and save them along with the digital files.

### FOLLOWING ELECTION

UPLOAD all Youth & Adult scanned reports to our Lodge website within 3 days following your Unit Election to <https://form.jotform.com/72926149726163>

## CHAPTER ADVISER

or Unit Election Coordinator

### CONTACT EVERY UNIT

All eligible units must be informed of their opportunity to have a Unit Election. This includes all Scouts BSA Troops and after February 1<sup>st</sup>, 2019, Venture Crews and Sea Scout Ships.

Schedule all units wanting an election and assign an Election Team. Follow up with the Team to be sure the Election was completed

Instruct the Unit Contact wanting an election to prepare the Youth & Adult forms, print them out and have them ready for the Team on election night. Upload the Youth report digital file 1 week before the election date.

The Election Team will need hard copies of Pages 1 & 2 of the Youth report to record the results. Hard copies of each Adult form with signatures will also be needed for inspection and review.

## UNIT ELECTION TEAM

### UPON ARRIVAL at ELECTION SITE

Verify with the Unit Leader that all Nominees are listed on the Youth ballot and that at least 50% of the Registered, Active Youth are present before beginning the election

### CONDUCT THE ELECTION CEREMONY

Record the election results on Pages 1 & 2 of the Youth report including the name of the Adult(s) to be submitted, then sign and print your names & unit number

Inspect and review the Adult form(s) for completeness and signatures and instruct the unit to upload both the Youth and Adult forms to our Lodge website within THREE DAYS following the Unit Election.

Take the Marked Ballots home with you and destroy them