

Wagon Lodge 6
Order of the Arrow
Westmoreland-Fayette Council, INC.
Manual of Administration

SECTION V
DUTIES OF THE SPECIAL STANDING COMMITTEES

Training
Conclave
NOAC
Nominating
Thunderbird Award
Vigil Honor
Special Committee

(Excerpt from 2007 Edition of the Manual of Administration)

The outlines provided herein are skeleton to the established procedures for executing the responsibilities as to the Committee above. Situations arise which require some deviation from these duties. At any rate, the committee heads should do their utmost to see that all of the Committee assignments are fulfilled. Knowing you can do your part in helping the Lodge stay in existence, in helping the Lodge progress should remain a great incentive to each of you.

19. TRAINING

1. Plans and executes a training weekend for the new lodge officers, which is to be held prior to the LLDC.
2. Plans and executes the Lodge Leadership Development Course (LLDC), according National Guidelines.
3. Assists with the selection and recruitment of lodge members to attend the following:
 - a. The Order of the Arrow National Leadership Seminar (NLS)
 - b. The National Lodge Advisor Training Seminar (NLATS)
4. Assists with additional training events throughout the year as deemed necessary.

Note: The term of the Training Committee Chairman does not follow the regular lodge year. Rather it ends with the conclusion of the LLDC, which is typically mid- January.

20. CONCLAVE

1. The chairman and adviser should work with the chief and his advisers in appointing the personnel needed for the Area operations: Ceremony, workshop, etc.
2. The chairman and adviser will appoint chairman and advisers to coordinate the lodge display, to set up and coordinate participation in the physical contests, and to handle any and all special events.
3. The group leaders will join with the dance team chairman and adviser to form the lodge steering committee for the Section Conclave.
4. The committee will work with the communications committee in releasing all publicity for the Section Conclave.
5. The committee will work with the activities committee in adapting the lodge program to the sample program of the Section Conclave.
6. The Committee will handle all aspects of preparation for the Section Conclave: promotion, arranging transportation, program assignments, etc.
7. During the Section Conclave, the committee chairman and adviser will have charge of the delegation.
8. The committee will see that all properties are returned and that a report is made to the lodge with recommendations for improving future Conclaves.
9. The Chairman will compile a list of Conclave delegates and submit it to the Membership Committee for recording.

10. The Committee's duties when the lodge hosts a Conclave are greatly expanded. A general guide is on file at the Council Service Center.

21. NATIONAL ORDER OF THE ARROW CONFERENCE (NOAC)

1. Shall have a Chairman and Advisor appointed by the Chief and his Advisors.
2. The chairman and adviser should work with the chief and his advisers in appointing the personnel needed for the national operations: Ceremony, workshop, etc.
3. The chairman and adviser will appoint chairman and advisers to coordinate the lodge display, etc., to set up and coordinate participation in the physical contests, and to handle any and all special events.
4. The committee will work with the communications committee in releasing all publicity for the national conference.
5. The committee will work with the activities committee in adapting the lodge program to the sample program of the national conference.
6. The Committee will handle all aspects of preparation for the National Conference: promotion, delegation, souvenirs, transportation, side trips, room assignments and patch design.
7. During the national conference, the committee chairman and adviser will have charge of the delegation.
8. The committee will see that all properties are returned and that a report is made to the lodge with recommendations for improvement in the planning for the conference.
9. Conducts signups for NOAC. Following the conference, the chairman will compile a list of national conference delegates and submit it to the membership committee for recording.
10. The Committee will coordinate all fundraising related to NOAC.
11. Contacts National Scout Office for details about NOAC.
12. Coordinates the Collection of money and relays information pertaining to costs to the National Conference Delegates.
13. Shall be responsible for creating the room assignments and ensuring that they are in accordance with the BSA Youth Protection Policy.

22. NOMINATING

The Nominating Committee shall consist of a Chairman and an Advisor.

1. Nominations

1. The Committee shall receive nominations for all elected offices. The Committee may also make its own nominations in order to provide a slate of at least one candidate for each office. Floor nominations shall be permitted for all offices, except Chief.
2. The Committee shall interview each nominee to determine his willingness to serve.
3. The Committee shall review the Lodge records to insure that all candidates are registered in the Lodge and in Scouting, and that they will be under 21 for their entire term of office.
4. Each nominee shall be asked to prepare a brief resume of his qualifications.
5. The Committee shall publicize the nominations and elections in the T-BIRD TIMES to insure that all interested brothers have an opportunity to run for office and to vote.

2. Elections

1. The Committee shall establish rules for campaigning. Candidates shall be limited to expenditures of nominal amounts for posters, etc. Candidates may use the T-BIRD TIMES and Lodge meetings to campaign. All Campaign materials shall be limited to the Dining Hall.
2. The Chairman shall conduct the elections at the October weekend. The Committee, in conjunction with the Chief and Lodge Advisor shall determine the precise time and location of the election. The Chairman shall give the candidate the opportunity to speak briefly to the Lodge.
3. Voting shall be by secret ballot and only by members of the Lodge under 21. Votes shall be counted by the Committee Advisor, the Lodge Advisor and such (under-21) Scout Tellers as the Chairman shall appoint. When the ballots have been counted, the winner shall be announced. The vote totals shall not be announced, nor shall the tellers reveal them. An opportunity for recount shall be given, and then the ballots shall be burned.
4. Voting shall be done one office at a time beginning with Chief, then Program Vice-Chief, Administration Vice-Chief, Secretary, and Treasurer. Nominations shall not be closed, nor ballots cast for an office until the results of the previous balloting have been announced so that unsuccessful candidates may "drop down" and run for a subsequent office.
5. An unsuccessful candidate for one office may be nominated from the floor for a subsequent office. For example, an unsuccessful candidate for Chief may be nominated from the floor for Program Vice-Chief or any other office.

6. In practice, the election sequence shall operate as follows. The Chairman shall announce the names of the candidates for Chief, in alphabetical order. The Chairman shall then ask for floor nominations. He shall then allow the first Candidate to speak. This shall continue until all nominated candidates have spoken. Ballots shall then be passed out, marked and collected. Afterwards, the tellers return and announce the winner of the election for Chief. When this announcement has been made, the Chairman shall allow those present to request a recount. If none is requested, the Chief's ballots will be burned. Next the Chairman shall introduce the candidates for Program Vice-Chief, ask for floor nominations, and permit each candidate to speak. Ballots will then be passed out, collected and tallied as above. The procedure shall continue until all offices have been filled.

7. If a recount is requested, the ballots shall be recounted in secret, with the party requesting the recount present as an observer.

23. THUNDERBIRD AWARD

1. Shall be comprised of all previous recipients of the Thunderbird Award who have paid their current year's Lodge dues at the time of the election meeting.

2. The Committee shall have a Chairman and an Advisor who are appointed by the Lodge Chief.

3. The Chairman shall convene a meeting of the Committee each year prior to the Lodge Fellowship Banquet. The Committee shall select no more than one youth lodge member and no more the one adult lodge member per year as recipients of the Thunderbird Award. A youth lodge member is a member who has paid his current years dues and who is under the age of 21 on February 15 of the year during which the meeting is held.

4. Prior to the meeting, the Chairman shall solicit the names of worthy adult and youth Thunderbird Recipients from the Lodge Chief and Lodge Advisor, respectively. The names of those solicited shall be placed into nomination by the Chairman notwithstanding the wishes of any member present. Any member present may also place into nomination the names of possible recipients.

5. After the nominations have been closed, the members should cast ballots for the most worthy candidate. In determining who is the most worthy, it is mandated that each member adhere to the following criteria:

a. The Thunderbird Award is primarily an award given by Wagion Lodge 6 to recognize outstanding service rendered in connection with meaningful leadership capacity within Wagion Lodge 6 over an extended period of time.

b. The leadership capacity does not necessarily have to be at the Executive Committee level. Nevertheless, the candidate must be a leader, not a follower. In addition, a member should evaluate an adult's qualification by reference to his activity in developing youth leadership in the Lodge.

c. In selecting a worthy recipient, each member shall weigh a candidate's contributions to Wagion Lodge 6 and not the candidate's contributions to his unit, district, council or other levels of Scouting. Each of these levels of Scouting have awards particular to it and a candidate rendering outstanding service on one or more of those levels should be recommended for the appropriate award.

d. A candidate's contribution to Wagion Lodge 6 within the preceding year shall be weighed heavily but not in disproportion to the contributions of other candidates over a longer period of time.

e. Each member shall strive to remember that the Thunderbird Award is an Award of Wagion Lodge 6, which covers the entire Westmoreland-Fayette Council. Over time, the distribution of recipients should reflect that geographic diversity.

f. Any member unwilling to adhere to the above guidelines should forfeit his right to vote.

6. Each member present shall have one vote. Members who are not sufficiently active in Lodge affairs to permit a reasonable personal judgment as to who is the most worthy candidate should abstain from voting.

7. After nominations have been completed, the chairman shall prepare exhibits, which summarize each nominee's service to Wagion Lodge 6. The meeting host may wish to serve a luncheon or other refreshments while these exhibits are being prepared.

8. Voting shall be done by secret ballot with the Chairman and Advisor acting as tellers. The Chairman shall establish rules for elimination, balloting, etc. Ties on the final ballot shall be broken by a revote.

9. The names of the recipients shall be submitted to the Supreme Chief of the Fire for approval. If the Supreme Chief of the Fire refuses to approve of the presentation to any candidate, the name of the candidate receiving the next highest number of votes shall be submitted.

10. The certificates are then signed by the Lodge Chief and the Lodge Lay Advisor (assuming they are not a recipient).

11. The Chairman should appoint members of the Committee to research the credentials of the recipients. The research should be sufficiently thorough as befitting the presentation of such a high and auspicious award. Research shall then be converted into a small biographical piece to be read at the award presentation.

12. The presentation shall be made at Wagion Lodge 6 Annual Fellowship Banquet, normally held at the end of February.

13. The recipients shall receive:

- a.** A framed certificate
- b.** A specialized bolo tie

24. VIGIL HONOR

1. Compile a complete list of Brotherhood members who are registered with the Lodge and the Boy Scouts of America and who have been Brotherhood members for at least two years.
2. Publish a list of those eligible members along with a request for nominations and nomination form in the T-Bird Times.
3. Select a Vigil Honor Selection Committee comprised of youth Vigil Honor members of the Lodge.
4. Shall conduct the Vigil Election, where he shall preside.

Nomination Phase

1. The Chairman shall call a meeting of all active Vigil members after the business meeting of the April Lodge weekend at camp or other suitable location.
2. The Chairman shall first make a motion to begin the elections. The Chairman shall accept all nominations from the floor and add these to any nominations that were received from the membership. Nominations will be separated into youth and adults. After all nominations are taken, the Chairman will close nominations.
3. Those present may then comment on those nominated. After that, the meeting is adjourned, and all adult Lodge members shall leave.

Election Phase

1. The Chairman shall call a meeting of the Vigil Honor Selection Committee at his own discretion. The meeting will be held before the June business meeting.
2. The Chairman shall determine the number of Vigil Honor candidates that the Lodge is eligible to nominate to the National Committee by finding out the total lodge membership as reported on the most recent lodge Charter renewal application. The Committee shall select a quota and, after discussion, vote by ballot. The Chairman votes only to break a tie.
3. In selecting candidates for the Vigil Honor, the Committee shall insure that all candidates are Brotherhood members for at least two years at the time of election.
4. The Chairman and Advisor shall tally the ballots.
5. The Chairman shall complete the Vigil applications of each elected candidate, soliciting the help of other Vigil members, where needed, to select a suitable Vigil name. The application shall be submitted to National Headquarters with the proper signatures and fees.

6. The Chairman shall arrange with the Ceremonies Committee a calling out ceremony at any Lodge Weekend in the current Lodge Year when the candidates are present.
7. The Chairman shall arrange recognition for each candidate:
 - a. A Vigil Triangle given at the Pre-Vigil Ceremony.
 - b. A sash given at the business meeting.
 - c. A framed certificate given at the February banquet.
8. The Chairman shall submit a list of new Vigil members to the Membership Committee.
9. Except in unusual circumstances, all elected candidates must have been inducted within one year after the date of approval by National Headquarters.
10. The Chairman shall notify National Headquarters of any candidates not inducted.
11. Nothing in the Vigil Honor Selection Process shall conflict with National Policy. The Committee shall review all relevant National literature on the Vigil Honor prior to the election: Order of the Arrow Handbook, Guide for Officers and Advisors, National Bulletin, and National Policy Statements.

29. SPECIAL COMMITTEE

1. From time to time, situations may require the establishment of Special ad-hoc Committees.
2. The Chairman, Advisor, and Committee makeup will be determined by the Chief and his advisors and shall serve for a designated period of time.
3. The Chief shall outline their purpose.
4. The Chief shall sit in as Chairman EX-officio of all Special Committees.
5. Special Committees such as Lodge Rules, Authenticity or Building are temporary and should be regarded as such.
6. Temporary committees (ad-hoc) may hold a seat on the Executive Committee and may be considered when determining Quorum. However, a temporary committee does not have a right to vote on the Executive Committee.