

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

SECTION IV
DUTIES OF THE SPECIAL STANDING COMMITTEES

Training
Conclave
NOAC
Nominating
Thunderbird Award
Vigil Honor

The following section is a skeletal outline, approved by the Lodge Executive Committee (LEC), as to how the committees in the Special Division are to be run.

This section should be used primarily as a resource and in conjunction with Sections II, III, and V.

19. TRAINING

1. Plans and executes a training for the lodge officer-elects, held traditionally in December (prior to the LLD).
2. Works with the LAC to plan and execute the Lodge Leadership Development (LLD), held traditionally in January, following all national Order of the Arrow guidelines and procedures.
3. Assists with the selection and recruitment of lodge members to attend the following:
 - a. National Leadership Seminar (NLS)
 - b. National Lodge Adviser Training Seminar (NLATS)
4. Assists with additional training events and opportunities throughout the year, as they are deemed necessary.

20. CONCLAVE

NOTE: When Wagion hosts Conclave, the duties and responsibilities of the Conclave Committee are greatly expanded. This extended list should be available, on file, at the Council Service Center.

1. Works to promote Conclave attendance at lodge events and through other appropriate means.
2. Oversees Wagion's preparation and involvement in Conclave activities, competitions and exhibitions, delegating the responsibility of leading these individual entities to others, when necessary.
3. Oversees Wagion's preparation for the Conclave responsibility delegated to Wagion by the Council of Chiefs (CoC).
4. Attends all Council of Chiefs (CoC) meetings and delivers Wagion's Conclave report.
5. Collects registration and attendance fees pertinent to Conclave.
6. Oversees the design and manufacturing of Conclave delegation items, such as patches, t-shirts, etc.
7. Leads the Conclave delegation while at Conclave.
8. Compiles a completed list of Conclave delegates and submits this to the Membership Committee for recording.
9. Other duties and responsibilities as deemed necessary by the section and/or Lodge Chief.

21. NATIONAL ORDER OF THE ARROW CONFERENCE (NOAC)

1. Works to promote NOAC attendance at lodge events and through other appropriate means.
2. Oversees Wagion's preparation and involvement in NOAC activities, competitions and exhibitions, delegating the responsibility of leading these individual entities to others, when necessary. Oversees the creation of room assignments, training schedules, activities, displays, etc.
3. Collects registration and attendance fees pertinent to NOAC.
4. Plans and coordinates transportation to and from NOAC, including all side trips, overnight stays, fees, etc.
5. Ensures that the *Guide to Safe Scouting* and all youth protection policies are being followed at all times.
6. Oversees the design and manufacturing of NOAC delegation items, such as patches, t-shirts, etc.
7. Leads the NOAC delegation while en route to and at NOAC.
8. Compiles a completed list of NOAC delegates and submits this to the Membership Committee for recording.
9. Coordinates all fundraising for NOAC.
10. Other duties and responsibilities as deemed necessary by the national Order of the Arrow committee and/or Lodge Chief.

22. NOMINATING

1. Nominations
 - a. Receives 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 for Lodge Chief.
 - b. Interviews each nominee to determine his willingness to serve the lodge and Order.
 - c. Reviews the lodge records to ensure that all candidates are registered in the lodge and in Scouting, and that they will be under the age of 21 for their entire prospective term of office.
 - d. Asks each nominee shall be asked to prepare a brief resume of his qualifications.

- e. The committee shall publicize the nomination form and any all necessary information regarding election in the T-Bird Times to ensure that all qualified members have an equal opportunity to seek office.

2. Elections

- a. The committee shall establish rules for campaigning. Candidates shall be limited to expenditures of nominal amounts for materials. Candidates may use the T-Bird Times and/or lodge website to campaign. All physical campaign materials shall be limited to the Dining Hall.
- b. The chairman shall conduct the election for lodge officers at the October Service Weekend. The committee, in correspondence with the Lodge Chief and Lodge Adviser, shall determine the precise time and location of the election. The chairman shall give each candidate an equal opportunity to speak to the lodge.
- c. Voting shall be by secret ballot and only by active lodge members under the age of 21. Votes shall be counted by the Nominating Committee Adviser, Lodge Adviser, and Lodge Staff Adviser. The chairman may also appoint (under-21) Scout tellers, if deemed necessary. If Scout tellers are selected, they must vote for each position prior to beginning to assist in counting ballots. Any vote casted after the viewing of the first regular ballot shall not be counted, even in the event of a tie or recount. When the ballots have been counted, the winner shall be announced immediately thereafter. The vote totals shall not be announced, nor shall the tellers reveal them. An opportunity for a recount shall be given, and then the ballots shall be burned.
- d. Voting shall be done one office at a time beginning with the Lodge Chief, followed by the Program Vice Chief (PVC), followed by the Administration Vice Chief (AVC), followed by the Lodge Secretary, followed by the Lodge Treasurer. Nominations shall not be closed, nor ballots cast for any office until the results of the previous election have been given.
- e. In practice, the election sequence shall operate as follows. The chairman shall announce the names of the candidates for the position being voted upon. The chairman shall then ask for any floor nominations. Any active youth may nominate another for an office, only if that person accepts the nomination. This procedure will last until floor nominations have been closed and seconded (the chairman may also entertain a motion to close floor nominations, still requiring a second), with the exception of the position of Lodge Chief, when floor nominations are not accepted. Each candidate shall be allowed to speak (the chairman may request that all other candidates nominated for that position to leave the meeting area). This shall continue until all nominated candidates have spoken (traditionally in alphabetical order by last name or by order of nomination). Ballots shall then be passed out, collected, and counted. The chairman will then announce the winner (while all candidates for that position are present in the meeting area). After this announcement has been made, the

chairman shall allow the request for a recount. If one is not requested, the ballots shall be burned. This procedure shall continue until all offices have been filled.

- f. In the event of an exact tie of leading candidates, the chairman shall announce that there is a tie, but will not announce the number of votes cast for each candidate. If applicable, all candidates not receiving as many votes of those candidates who are tied should be eliminated from the election process for that office. The chairman may and should encourage all voters to strongly consider casting their vote for the candidate whom they feel are best suited to serve the lodge in the respective officer capacity. The chairman must explain the procedures that will be followed for the conclusion of election of that office. Each candidate shall be allowed to speak for exactly one half of the length of the original time allotted for them to speak. Normal election procedures will then be followed. If the candidates are still tied, the chairman must decide which candidate they feel are best suited for the respective office petition. He may only petition the assistance of the current Lodge Chief when making this decision.
- g. If a recount is requested, the ballots shall be recounted in secret, with the party requesting the recount present only as an observer.
- h. Nothing in the election process shall conflict with national policy. The committee shall review all relevant national Order of the Arrow publications concerning officer eligibility and elections prior to the election.

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 chairman shall convene a meeting of the committee each year prior to the Annual 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 by the time of the election.
3. Prior to the meeting, the chairman shall solicit the names of worthy adult and youth Thunderbird Award Recipients from the Lodge Chief and Lodge Adviser, 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.
4. 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 Lodge Executive Committee (LEC) level. Nevertheless, the candidate must be a leader, not a follower. In addition, a member should evaluate an adult's qualifications by reference to his activity in developing youth leadership within 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 this geographic diversity.
 - f. Any member unwilling to adhere to the above guidelines should forfeit his right to vote.
5. Each member present shall have only one vote. Members who are not sufficiently active in lodge affairs should use reasonable, personal judgment as to who is the most worthy candidate, or they may abstain from voting.
 6. 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.
 7. Voting shall be done by secret ballot with the chairman and adviser acting as tellers. The chairman shall establish rules for elimination, balloting, etc. Ties on the final ballot shall be broken by a revote.
 8. 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.
 9. The certificates are then signed by the Lodge Chief and the Lodge Adviser (assuming they are not a recipient).

10. 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.
11. The presentation shall be made at the Wagon Lodge 6 Annual Lodge Fellowship Banquet, normally held on the last Saturday of February.
12. The recipients shall receive:
 - a. A framed certificate
 - b. A specialized bolo tie

24. VIGIL HONOR

1. Compiles a complete list of all active members who have been Brotherhood members for at least two full years. Publishes this list, along with the Vigil Honor nomination form, in the April T-Bird Times.
2. Collects all Vigil Honor nomination forms until the start of the nomination meeting.
3. Shall conduct and preside over the Vigil Honor elections.

Nomination Phase

1. The chairman shall call an annual meeting of all active Vigil Honor members at the April Service Weekend.
2. The chairman shall entertain a motion to begin the nomination meeting. The chairman shall accept all nominations from the floor and add these to any and all nomination forms that have been received. Nominations will be separated into youth and adults. After all nominations have been recorded, the chairman shall entertain a motion to close floor nominations.
3. Those present (youth and adults) may then positively comment on those who have been nominated. After that, the meeting is adjourned, and all adults must leave the meeting area.

Election Phase

1. The chairman shall call a meeting of all active youth Vigil Honor members. The meeting will be held before the June business meeting and may immediately follow the nomination meeting.
2. The chairman shall determine the number of Vigil Honor candidates that the lodge is eligible to nominate to the national Order of the Arrow committee by using the total lodge membership, as reported by the most recent lodge charter renewal application.

The Committee shall select a quota and, after discussion, vote by ballot. The chairman shall vote only to break a tie.

3. In selecting candidates for the Vigil Honor, the committee shall verify that all candidates are active members of the lodge who have been of the Brotherhood honor for at least two full years at the time of election.
4. The chairman and adviser shall tally the ballots.
5. The chairman shall complete the Vigil Honor applications of each elected candidate, soliciting the help of other Vigil Honor members, when needed, to select a respective, suitable Vigil Honor name. The application shall be submitted to the national Order of the Arrow with the proper signatures and fees.
6. The chairman shall arrange with the ceremonies committee a Calling Out Ceremony at any lodge weekend for a one year period, in which the candidates are present. The first Vigil Honor calling out ceremony is traditionally held at the August Fellowship Weekend following all other ceremonies. Eligible candidates may traditionally be called out at any lodge weekend up to and including the June Service Weekend of the following year.
7. The chairman shall arrange the proper recognition for each candidate:
 - a. A Vigil Honor triangle given at the Pre-Vigil Honor Ceremony.
 - b. A sash given at the lodge business meeting.
 - c. A framed certificate given at the Annual Fellowship Banquet.
8. The chairman shall submit a list of new Vigil Honor members to the membership committee for recording.
9. Except in unusual circumstances, all elected candidates must have been inducted within one year after the date of approval by the national Order of the Arrow committee.
10. The chairman shall notify the national Order of the Arrow committee 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 Order of the Arrow publications concerning the Vigil Honor prior to the election.