

# ***Troop 283 Elections, Recruitment & Appointment Policy***

## **Introduction**

All Scout Leadership Positions will be determined by the following Elections, Recruitment & Appointment Policy. All youth members of the Troop will **elect** the Senior Patrol Leader, Quartermaster, and Scribe. The Senior Patrol Leader will **recruit** his Assistant Senior Patrol Leader(s) and appoint them with the recommendation and approval of the Scoutmaster. Each Patrol will **elect** a Patrol Leader to represent them on the Patrol Leaders Council (PLC). The Assistant Patrol Leaders will be **recruited** and appointed by the Patrol Leader with the approval of the Scoutmaster. The Troop Guides, Instructors, Den Chiefs, OA Representative, Webmaster, Chaplain Aide, Historian, Librarian, and Bugler positions are **appointed** by the Senior Patrol Leader with the recommendation and approval of the Scoutmaster. Upon election, the Senior Patrol Leader, Assistant Senior Patrol Leader(s), Quartermaster, and Scribe will leave their respective Patrols and form the Senior Patrol, all other Scout Leadership Positions continue as Patrol members in their current Patrols.

## **Troop Policy**

1. Troop elections will be held semi-annually, between two (2) to four (4) weeks prior to the end of the current leadership term. This allows newly elected leaders time to observe a Patrol Leaders Council (PLC) meeting and to attend Junior Leader Training (JLT), as well as time to plan and prepare for their new leadership role and term. Accordingly, terms will be six (6) months in length with the exception of Junior Assistant Scoutmaster, Troop Guides, Instructors, Den Chiefs, OA Representative, and Webmaster where terms will be one (1) year in length. Multiple scouts can hold the positions of Junior Assistant Scoutmaster, Troop Guide, Instructor, and Den Chief.
2. Election planning is the responsibility of the PLC under the guidance of the Scoutmaster and this Policy.
  - a. **Pre-Election:** Troop announcement of election date, positions available for election, recruitment & appointment, and position application procedures (refer to section below).
  - b. **Materials Needed:** paper for the ballots, pencils or pens, and a ballot box (any adequate size container).
  - c. **Scout Duty Assignments:** two (2) ballot collection scouts, one (1) ballot counting scout, and one (1) Scout Election Supervisor. The Scout Election Supervisor will be the Senior Patrol Leader (SPL) or his designee if the SPL is unable to attend the election. He will run the election in 100% compliance of the policies and procedures outlined in this document, introduce the candidates, and handle any disputes or questions with the election and appointments in conference with Scoutmaster.
3. Troop members will be given between two (2) to three (3) weeks advance notice of the election date and application procedures. This will ensure every scout has the opportunity to attend the election, cast their vote, and apply for positions. Scouts must attend the election to vote, there are NO provisions for absentee voting.
4. Scouts running for an elected position are required to attend the election so they can be introduced to the voting scouts and be available for any questions.
5. Scouts desiring a Troop leadership position (elected or appointed) must submit a completed Troop 283 "Leadership Position Application" with all required signatures

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by the submission deadline to the Scoutmaster. Applications are due one (1) week prior to the election date for the Senior Patrol Leader, Quartermaster, and Scribe positions. All other applications for Scout Leadership Positions are due on the election date. Exception: Applications are NOT required but recommended for the Assistant Senior Patrol Leader and Patrol Leader positions on or before the election date, however if a scout were selected/elected for either of these positions, a signed "Leadership Position Application" would be REQUIRED.

6. Senior Patrol Leader (SPL) candidates must attend a pre-election interview with the Troop 283 Scoutmaster prior to submitting their applications.
7. Term limits: No scout shall be eligible to serve more than two (2) consecutive terms in an **appointed** or **elected** (Senior Patrol Leader, Quartermaster, Scribe, and Patrol Leader) Leadership position. Exceptions: If a scout wants to continue in the same **elected** Leadership position and is running unopposed, he may continue in the **elected** Leadership position for an additional two (2) terms. After four (4) terms, he may not run for the same **elected** Leadership position, but is eligible to run for a different Leadership position. There are NO term limits for recruited Leadership positions (Assistant Senior Patrol Leaders and Assistant Patrol Leaders).
8. The Scoutmaster will preside over the elections and guide the scouts through the process to ensure that the proceedings are impartial and follow the Troop 283 policies and procedures outlined in this document.
9. Balloting will be secret. Scouts may not otherwise indicate their approval or disapproval of candidates during the elections.
10. Only registered Troop 283 scouts under the age of 18 may vote; unregistered prospective boy scouts may NOT vote; adults may NOT vote. Scouts eligible for election may vote, and they may vote for themselves.
11. Elections must be won by a "majority" vote. If more than two (2) candidates run for an office, and one (1) candidate does not receive a majority vote (more than 50%) on first balloting, the two (2) candidates who received the highest number of votes will remain on the ballot for a run-off election. If the run-off election ends in another tie, the Scoutmaster and Scout Election Supervisor will conference and decide the tiebreaker referencing the criteria listed in item 16 below. If the Scout Election Supervisor is running for the position in question, he will be excluded from the conference and replaced by an ASPL. Also, NO member of the conference shall be related to a scout involved in the tie vote (e.g. parent, sibling, cousin). If related, the member(s) in question will be replaced by an ASM (for the Scoutmaster) or ASPL (for the Scout Election Supervisor).
12. Appointment of the Junior Assistant Scoutmaster is made by application and appointment by the Scoutmaster.
13. Appointment of the Assistant Senior Patrol Leader(s) is to be by recruitment by the SPL with the recommendations and approval of the Scoutmaster.
14. Appointment of the Assistant Patrol Leader(s) is to be by recruitment within the Patrol by the Patrol Leader with the approval of the Scoutmaster.
15. Appointment of the Troop Guides, Instructors, Den Chiefs, OA Representative, Webmaster, Champlain Aide, Historian, Librarian, and Bugler will be made by the newly elected SPL with recommendation and approval by the Scoutmaster.
16. Appointments will be prioritized by:
  - a. The Troop 283 "Leadership Position Application" forms submitted.

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- b. The scout's listed priority of position(s) desired.
- c. The scout's need of a position assignment for rank advancement.
- d. The specific qualifications and requirements listed in the position's description.
- e. The scout's suitability for the position applied for as determined by the Scoutmaster and SPL.

### **Troop Elections, Recruitment & Appointments Phases**

#### Phase 1- Election of Senior Patrol Leader.

Present the Senior Patrol Leader Responsibilities, Qualification Requirements, Performance Requirements, and recommended training to the entire Troop. Included is defining his responsibility to appoint ASPL and other Troop leadership Positions. Scouts declare their candidacy for the position of Senior Patrol Leader and explain why they want the job and why they feel they are the best candidates for the position. The Troop elects the Senior Patrol Leader by secret ballot.

#### Phase 2- Election of Quartermaster.

Present the Quartermaster Responsibilities, Qualification Requirements, Performance Requirements, and recommended training to the entire Troop. Scouts declare their candidacy for the position of Quartermaster and explain why they want the job and why they feel they are the best candidate for the position. The Troop elects the Quartermaster by secret ballot.

#### Phase 3- Election of Scribe.

Present the Scribe Responsibilities, Qualification Requirements, Performance Requirements, and recommended training to the entire Troop. Scouts declare their candidacy for the position of Scribe and explain why they want the job and why they feel they are the best candidates for the position. The Troop elects the Scribe by secret ballot.

#### Phase 4- Election of Patrol Leaders (by individual Patrol).

Individual Patrols meet and scouts declare their candidacy for the position of Patrol Leader and explain why they want the job. The Patrol elects the Patrol Leader. Patrols are to consider rotating leadership so all scouts have an opportunity for advancement.

*Note: To help promote strong leaders, it is important for scouts to hold the Patrol Leader position prior to other more senior leadership positions. The Patrol Leader position is an experience pre-requisite for many senior leadership positions.*

#### Phase 5- Appointment of Assistant Patrol Leaders (by individual Patrol)

The newly elected Patrol Leader appoints an Assistant Patrol Leader from the scouts who declared their candidacy for the Assistant Patrol Leader position.

#### Phase 6- Appointments of remaining Scout Leadership Positions

This phase may not be completed during the election Troop Meeting, as the SPL will need time to recruit his leadership team. The Scoutmaster shall share copies of the Leadership Position Applications submitted and confer with the newly elected SPL to assist with appointments.

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*Note: Scouts are encouraged to seek out the newly elected SPL either at the election meeting or shortly thereafter to reinforce their interest in an appointed position and explain their interest.*

The SPL will work on filling the remaining positions by contacting interested scouts and then preparing a list of appointments for approval by the Scoutmaster.

### **Phase 7 – Final Results**

The new Troop Leadership roster will be sent by email to the Troop when completed. Newly elected / appointed scouts will receive sufficient notice to attend Junior Leadership Training (JLT); attendance at this training is required to assume their new leadership role.

### **Leadership Position Application Procedures**

1. Scout reviews the leadership positions available and their specific qualifications, requirements, and responsibilities. Copies are available for download on the Troop 283 web site.
2. Scout completes the Troop 283 Leadership Position Application form available at the Troop 283 web site for his desired position(s) along with all required signatures.

*Note: The Senior Patrol Leader (SPL) position requires a pre-election interview with the Troop 283 Scoutmaster prior to submission of the Leadership Position Application form.*

3. Scout submits the completed Leadership Position Application form to the Troop 283 Scoutmaster by the submission deadline(s).

*Note: Leadership Position Applications are due one (1) week prior to the election date for the Senior Patrol Leader, Quartermaster, and Scribe positions. All other applications for Scout Leadership Positions are due on the election date. Exception: Applications are NOT required but recommended for the Assistant Senior Patrol Leader and Patrol Leader positions on or before the election date, however if a scout were selected/elected for either of these positions, a signed Leadership Position Application would be REQUIRED.*

4. Any Leadership Position Applications submitted after the submission deadline(s) may be accepted by the Scoutmaster on a case-by-case basis.
5. Scoutmaster and SPL will compile all the candidates for each elected / appointed position from the submitted application forms.

### **Voting Procedures**

1. Prior to the vote, each candidate is given the opportunity to briefly address the voting scouts to introduce themselves and state why they would make the better candidate. Voters may respectfully ask the candidates questions about their experience, scouting résumé, or positions on issues related to the position they are running for.
2. Scouts will vote on secret paper ballots indicating their selection of the best candidate. Completed ballots will be placed into a ballot box supervised by two (2) designated ballot collection scouts.
3. The two (2) ballot collection scouts will deliver the ballot box holding the secret paper ballots to the Scoutmaster.

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4. Votes will be counted in private by two (2) individuals, the Scoutmaster (or his designee) and one (1) designated ballot counting scout. At least one (1) adult is required for vote counting. Votes will be counted a minimum of two (2) times. Integrity of the elections will be ensured by following the voting procedures. Elections for other positions may be held during the vote counting.
5. The vote tally will be given to the SPL who will announce the newly elected position holder or the need for a re-vote.

### **Appointment Procedures**

1. Leadership Position Application forms submitted are collected and reviewed by the Scoutmaster and grouped by positions to be filled based on the criteria listed in item 16 above. The Scoutmaster and newly elected SPL are to meet and discuss the groupings prior to the SPL confirming any appointments.
2. The newly elected SPL will determine the Scouts he desires to recruit as Assistant Senior Patrol Leaders (ASPL) for his leadership team based on the Leadership Application forms submitted, personal knowledge of potential Scout candidates, and recommendations with the assistance and guidance of the Scoutmaster. Recruiting by the SPL can be done person-to-person, by phone conversations, or electronic communication (i.e. email).
3. All appointed leadership positions will then be filled by the SPL with the assistance and guidance of the Scoutmaster referencing the applicant groupings by positions.
4. All position appointments should be made promptly, **shall be completed no later than one (1) week after the Troop election date**, and will be announced at the next Troop meeting.
5. Upon completion, ALL newly elected/appointed positions will be filled in on the Troop Election & Appointment Results Form (form located on web site) and:
  - a. Provided immediately to an Advancement Committee Chair(s) and to the Troop member(s) providing administrative support for the Junior Leader Training (JLT).
  - b. Communicated as soon as possible to the entire Troop (i.e. Scouts, Parents, and Scout Leaders) by email. This will ensure ALL new position holders are given sufficient notice to attend the required JLT and time to resolve any issues that may arise.

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*Policy Approved: September 18, 2012*

*Revised: July 12, 2013 by JGT and TWJ*

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