

Octoraro Lodge 22



Policies and Procedures Guide

August 2026

Table of Contents

I. Purpose of this Guide.....	4
How to Use This Guide	4
II. Lodge Leadership Teams	6
Banquet Team.....	7
Brotherhood Team.....	7
Camping Promotions / Winter Camp Staffing Team.....	8
Ceremonies / Costumes & Fire Crew Team	9
Communications Team	9
Conventions Team	10
Cub Spook-O-Ree Team	11
Day of Service Team	11
Fellowship Team	12
Food Service Team.....	13
Lodge Leadership Development (LLD) Team	13
Merchandise Team	14
Nominations Team.....	15
Ordeal Team	16
Projects Team	17
Safeguarding Youth Team	18
Service Corps Team.....	19
Trail Crew Team	19
Troop Representative Team	20
Trustees Team.....	21
Unit Elections Team	22
Vigil Honor Team	22
III. Lodge Events	24
Service and Fellowship Weekends.....	24
Annual Lodge Banquet	25

IV. Lodge Policies..... 27

 Camp Chief 27

 Social Media Policies 27

 Lodge Officer Elections..... 28

 Policies and Procedures Guide 31

V. Changes to Guide 31

I. Purpose of this Guide

The Octoraro Lodge 22 Policies and Procedures Guide is meant to provide specific details about the administration of the lodge duties, activities, and events. The intent of providing a compendium of information is so that:

- all who have a role in the lodge operation can see what their responsibilities are in fulfilling that role.
- all who have a role in the lodge operation can see the roles and responsibilities of other teams as they pertain to conducting their own responsibilities.
- all who have an interest in a role in the lodge operation can see what the roles and responsibilities of each team are.

The Policies and Procedures Guide is meant to supplement Octoraro Lodge 22's Bylaws. The policies and procedures in this guide cannot contradict any of the Lodge's bylaws or any National Order of the Arrow policies.

How to Use This Guide

This guide will be distributed annually at the first Lodge Leadership Team (LLT) meeting of the year.

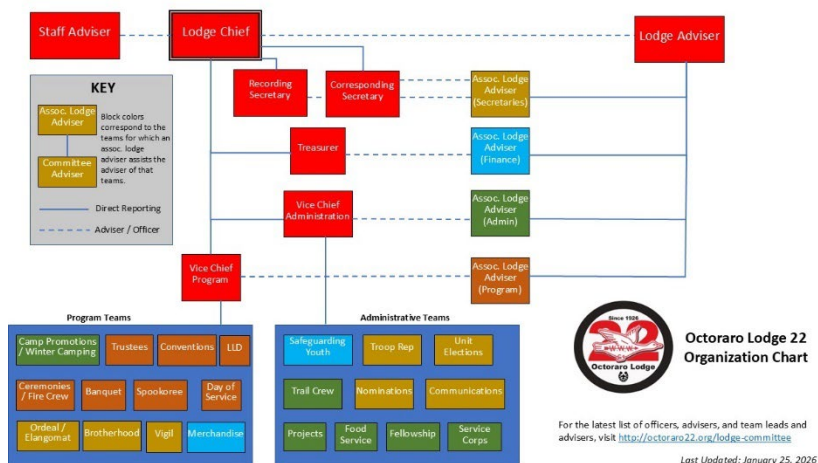
Use it as a guideline for new Team members so that may have a baseline understanding of how to perform their role in the Team. This guide is NOT intended to act as a comprehensive list of all tasks to be performed by each team.

Each team should ensure a high-level list of responsibilities in this guide are accurate for each year, but also develop any work instructions, forms, or procedures required for their own team.

Note: The responsibilities described in this guide do not necessarily explain if the responsibility belongs to the youth (Team Lead or other youth members) or adults (Team Adviser or other adult members). However, all responsibilities should adhere to Safeguarding Youth policies and the Guide to Safe Scouting, and responsibilities that can be performed by either youth or adult can be determined within the Team leadership (Team Leads and Advisers).

II. Lodge Leadership Teams

The Lodge Leadership Team (LLT) consists of various teams that conduct the operations, events, and activities of Octoraro Lodge 22. See below for an organization chart of the lodge teams and reporting structure.



Additional information including the current team leads and contact for each team can be found on the lodge website under the **LLT** menu.

LLT Team Responsibilities

- Attend regular LLT team meetings and report on the progress / activity of the specific team for which they are a lead or member.
- Attend lodge events as relevant to the specific roles of each LLT team.

Banquet Team

Team Role

The Banquet Team is in charge of the annual lodge banquet.

Team Reporting

The Banquet Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Determine the location of the annual banquet.
- Determine the expenses of the annual banquet and work with the LLT to determine what fees will be charged.
- Work with the [Communications Team](#) to publicize the annual banquet.
- Develop activities for the annual banquet including but not limited to silent auction, Vigil door prizes, guest speaker, or other entertainment.
- Develop materials for the annual banquet including but not limited to the banquet program.
- Work in coordination with the Awards Sub-Team to present awards to attendees who have been selected for recognition, including but not limited to national awards such as Vigil Honor Candidates, James E. West Fellows, and Founder's Award recipients; and any lodge awards.

Brotherhood Team

Team Role

The Brotherhood Team administers the Brotherhood test and verifies that Ordeal members are prepared for the Brotherhood membership in the lodge.

Team Reporting

The Brotherhood Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Compile information useful for Ordeal members in preparing for the Brotherhood test / ceremony.
- Communicate with eligible Ordeal members about upcoming opportunities for taking the Brotherhood test and participating in the Brotherhood ceremony.
- Coordinate with the Lodge Staff Adviser (and the [LLD Team](#) if the LLD is paired with the Brotherhood Blitz) to create a registration for the Brotherhood Blitz event.
- Enter the Brotherhood induction date into Lodgemaster.
- Report new Brotherhood inductees to the LLT for approval.

Camping Promotions / Winter Camp Staffing Team

Team Role

The Camping Promotions / Winter Camp Staffing Team sponsors council wide programs or projects that will provide more camping opportunities.

Team Reporting

The Camping Promotions / Winter Camp Staffing Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Maintain a slideshow or video on council camping and make it available to all units of the council.

- Keep, publishing, and distribute an organized up to date booklet/CD showing camping places for units to use in their camping programs.
- Promote the Winter Camp Staffing program to units.

Ceremonies / Costumes & Fire Crew Team

Team Role

The Ceremonies / Costumes and Fire Crew Team is responsible for maintaining costumes used for induction ceremonies, performing the induction ceremonies for the lodge, and creating the ceremonial fires for inductions ceremonies.

Team Reporting

The Ceremonies / Costumes and Fire Crew Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Recruit and train new ceremonialists.
- Maintain and repair ceremonial costumes.
- Conduct ceremonies during induction events.
- Provide a budget for any needs in maintaining / repairing ceremonial costumes and fire crew needs.
- Prepare all materials and have adequate personnel for maintaining ceremonial fires at induction events.

Communications Team

Team Role

The Communications Team is responsible for maintaining lodge channels of communication.

Team Reporting

The Communications Team Lead reports to the Vice Chief of Administration.

Team Responsibilities

- Maintain and track lodge radios for use during lodge events and designated other functions.
- Maintain and update the lodge website.
- Maintain the Lodge Teams email list.

Conventions Team

Team Role

The Conventions Team promotes all section, regional, and national events. The team organizes a delegation for the section conclave and national conference.

Team Reporting

The Conventions Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Promote the annual section conclave to gain lodge attendance at the event by working with the [Communications Team](#).
- Promote the next National Order of the Arrow Conference (NOAC) to gain lodge attendance at the event by working with the [Communications Team](#).
- Coordinate travel to and from the conclave and NOAC.
- Conduct fundraisers (if necessary) to assist with transportations costs to conclave and NOAC.
- Design, approve, and produce memorabilia items for the conclave and NOAC attendees.

Cub Spook-O-Ree Team

Team Role

The Cub Spook-o-ree Team is responsible for the annual Chester County Cub Spook-o-ree event. The goal of the event is to provide Cub Scouts with a camping experience with the intent to retain them in the Scouting program.

Team Reporting

The Cub Spook-O-Ree Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Determine the theme of the annual Spook-o-ree event.
- Develop a list of activities for the annual Spook-o-ree event.
- Coordinate with the [Communications Team](#) to publicize the Spook-o-ree event.
- Develop a budget for the Spook-o-ree event.
- Recruit staff for the Spook-o-ree event.
- Conduct the Spook-o-ree event.

Day of Service Team

Team Role

The Day of Service Team is responsible for organizing a county-wide Day of Service that is facilitated by the lodge (but not necessarily limited to lodge members when it comes to participation in the event).

Team Reporting

The Day of Service Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Determine annually a community organization or site that would benefit from a Day of Service conducted by Octoraro Lodge 22. The site or organization should align with Scouting policies on what counts as service hours.
- Develop a list of required materials for the Day of Service, if any are necessary.
- Coordinate with the Lodge Adviser to include any budgetary needs.
- Coordinate with the [Communications Team](#) to promote the event.
- Coordinate with the beneficiary organization / site to determine any logistics or considerations for a successful event.
- Conduct the Day of Service event.

Fellowship Team

Team Role

The Fellowship Team is responsible for creating and administering fellowship events throughout the year.

Team Reporting

The Fellowship Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Develop a list of yearly fellowship activities which include but are not limited to these events: LLT meetings, service weekends (particularly the September Fellowship weekend), the annual banquet, and specially-designated fellowship events.
- Develop a budget for these activities and provide for approval.

- Coordinate with the [Communications Team](#) to publicize fellowship events.
- Procure materials for the fellowship events.
- Store previously used fellowship materials for future use.

Food Service Team

Team Role

The Food Service Team coordinates the food orders for lodge events, communicates what the weekend menu is, and to give an update on kitchen gear and uniform and when it's in need of replacement.

Team Reporting

The Food Service Team Lead reports to the Vice Chief of Administration.

Team Responsibilities

- Coordinate with the Lodge Adviser to include team costs in the yearly budget.
- Develop menus for each service / fellowship weekend. Provide the menus to the [Communications Team](#) for posting on the lodge website.
- Order food for the service / fellowship weekends.
- Prepare and serve food for the service / fellowship weekends.

Lodge Leadership Development (LLD) Team

Team Role

The Lodge Leadership Development (LLD) Team is responsible for putting together the Lodge's annual LLD, plus any supplementary sessions approved by the youth membership.

They are responsible for finding trainers and putting together the training syllabus for all sessions.

Team Reporting

The LLD Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Coordinate with the LLT to determine a date that is suitable to conduct an annual LLD. This typically corresponds with the Brotherhood Blitz in late Fall.
- Determine if any other LLD sessions will be conducted at other lodge events.
- If the annual LLD will take place over multiple days at HSR, reserve lodging for OA members who are participating in the LLD.
- Coordinate with the Lodge Staff Adviser (and the [Brotherhood Team](#) if the LLD is paired with the Brotherhood Blitz) to create a registration for the LLD event.
- Coordinate with the [Communications Team](#) to publicize the annual LLD.
- Coordinate with the Trading Post Adviser to order patches for the LLD, if needed.
- Develop an agenda for the annual LLD that includes a listing of educational sessions and activities.
- Schedule facilitators for the annual LLD sessions and activities.
- Coordinate with the [Food Service Team](#) regarding food service needs during the annual LLD.
- Procure administrative materials needed to conduct the LLD, including audio / visual equipment.

Merchandise Team

Team Role

The Merchandise team works to create merchandise for the lodge that can be sold at the trading post, including but not limited to, lodge patches.

Team Reporting

The Merchandise Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Coordinate with the Trading Post Adviser to design merchandise using approved Scouting America, Order of the Arrow, and Octoraro Lodge 22 standards and iconography.
- Present merchandise designs to the LLT for approval if 1) it is a completely new patch design*, and 2) the merchandise is not previously covered in a team budget.**

*Previously approved patch designs do not need to be approved by the LLT if minor changes such as border color or year change are required.

**If merchandise is NOT a new patch design and is already covered in a budget line item, it does not need to be approved by the LLT.

Nominations Team

Team Role

The Nominations Team prepares in advance a slate of candidates for lodge officers and trustees, and prepares “campaign literature” for lodge officer nominees.

Team Reporting

The Nominations Team Lead reports to the Vice Chief of Administration.

Team Responsibilities

- Coordinate with the Communications Team to solicit for officer nominations.
- Evaluate annually the [Lodge Officer Election](#) policy.
- Administers the Lodge Officer Election.
- Recruits team leads and team members for the LLT.
- Responsible for updating the Policies and Procedures Guide each year for approval at the first LLT meeting of the year.
- Determine eligibility of officer candidates and communicate eligibility status to candidates.
- Oversee the Awards Sub-Team, which is tasked with deciding Founder's Award awardees each year and is comprised of previous Founder's Award recipients and the previous youth recipient of the Founder's is the ex-officio Awards Sub-Team Lead.

Ordeal Team

Team Role

The Ordeal team is responsible for staging a smooth-running Ordeal. The team secures Elangomats and supervises all aspects of the ordeal process.

Team Reporting

The Ordeal Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Ensure the Ordeal packet and related materials are up to date and coordinates with the [Communications Team](#) to post them on the lodge website.
- Coordinate with the [Projects Team](#) to ensure there is enough Elangomats and Assistant Elangomats assigned before a service weekend.
- Order supplies needed for the service weekend.
- Greet the Ordeal candidates at the start of a service weekend and inspects their “Horseshoe Roll”.
- Coordinate with the [Projects Team](#) at the start of the weekend to assign crews to the job areas for Saturday work.
- Conduct an information session for Ordeal candidates prior to the Ordeal ceremony to discuss the particulars of the Order of the Arrow and Octoraro Lodge #22.
- Conduct an information session for new Ordeal members after the Order ceremony to discuss the symbolism and deeper meaning of their Ordeal induction ceremony.
- Reports the new Ordeal members to the LLT for approval.

Projects Team

Team Role

The Projects Team organizes projects for the lodge weekends in cooperation with the council projects committee and the camp rangers. The team ensures that Ordeal weekend notices and job lists are sent out. The team also organizes lodge membership into work crew with competent adult crew leaders on Ordeal weekends.

Team Reporting

The Projects Team Lead reports to the Vice Chief of Administration.

Team Responsibilities

- Coordinates with the Lodge Staff Adviser to make sure projects listing are correct for each service weekend registration.
- Coordinates with reservation rangers to develop a list of special projects prior to each service weekend and designate crew leaders for each special project.
- Conducts a “card party” meeting prior to each service weekend to assign weekend participants to each project. Project crew leaders are assigned at this meeting.
- Conducts a projects meeting the Friday evening of the service weekend to assign candidate crews to various projects. Meet-up locations of each project are also determined at this meeting. Special project coverage is also discussed at the meeting.
- Assign late service weekend check-ins to projects as needed.

Safeguarding Youth Team

Team Role

The Safeguarding Youth Team is responsible for ensuring Scouting America’s Safeguarding Youth policies are always followed during events.

Team Reporting

The Safeguarding Youth Team Lead reports to the Vice Chief of Administration.

Team Responsibilities

- Ensure that sleeping areas at service weekends or other overnight events hosted by Octoraro 22 comply with Safeguarding Youth policies.

Service Corps Team

Team Role

The Service Corps Team is responsible for cleaning areas of Horseshoe Scout Reservation (HSR) used during service / fellowship weekends or other Octoraro 22-hosted events at HSR.

Team Reporting

The Service Corps Team Lead reports to the Vice Chief of Administration.

Team Responsibilities

- Inspect and clean areas around Camp Horseshoe during all Octoraro 22-hosted events at HSR.
- Report any findings to the campmaster / Ranger / Lodge Adviser as available.

Trail Crew Team

Team Role

The Trail Crew Team works with the Reservation Rangers in going around the reservation and restoring trails. They organize workdays throughout the year and coordinates with the Reservation Director to work on trails at a wildlife preserve that is adjacent to the reservation, Goat Hills Public Wild Plant Sanctuary, if necessary.

Team Reporting

The Projects team lead reports to the Vice Chief of Administration.

Team Responsibilities

- Promote the trail crew project throughout the lodge and council including special trail crew "work days".
- Keep records of service hours on the trail crew for purposes of individuals earning the "Trail Crew Award" as well as for the lodge's annual service hours record.
- Maintain the trail crew trailer and its equipment (including an annual inventory) and advise the LLT of any recommended equipment updates or replacements.
- Work with the camp chief to promote the trail crew project at summer camp and process and record service hours worked at camp for purposes of Scouts earning hours for the trail crew award.
- Make regular reports to the LLT about the status of the trail crew project (especially as pertains to recommendations for approval and promotion of special work days, trail crew capital equipment purchase requests, etc).

Troop Representative Team

Team Role

The Troop Representative team creates and maintains an active list of unit troop representatives and promotes the troop representative program. The team is also responsible for making sure that each troop has a trained Troop Rep that is receiving information from the Lodge during the Lodge meetings. Troop Representatives are encouraged to attend the monthly Lodge meetings.

Team Reporting

The Troop Representative Team Lead reports to the Vice Chief of Administration.

Team Responsibilities

- Recruit youth members to become Troop Representatives for their respective unit.
- Conduct training for Troop Representatives.
- Maintain an active list of Troop Representatives for communication.
- Communicate with Troop Representatives regarding upcoming information and encourage them to attend LLT meetings.

Trustees Team

Team Role

The Trustees Team maintains the facilities and property of the lodge, including the Octoraro Memorial Lodge, the OA bridge, and any other lodge property that is not designated for custodianship by other lodge teams (for example, the Trail Crew trailer is maintained by the Trail Crew Team).

Team Reporting

The Trustees Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Develop yearly any projects that are required for the lodge building.
- Submit a yearly budget to account for any regular maintenance and special projects.
- Coordinate any special workdays that are needed for the lodge building repairs, construction, etc.

Unit Elections Team

Team Role

The Unit Elections Team is responsible for contacting and giving all troops the opportunity to hold an election. The team sees that all elections are performed correctly and the results from elections are recorded and kept on record. The team also assists in arranging call-out ceremonies and issues candidate invitation letters.

Team Reporting

The Unit Elections Team Lead reports to the Vice Chief of Administration.

Team Responsibilities

- Recruit Unit Election team members by district to assist with unit elections.
- Coordinate with the [Communications Team](#) that the Ordeal Candidate Packet is current and posted on the lodge website.
- Train all Unit Election team members in unit election procedures.
- Work with unit leaders to find an appropriate time to conduct a unit election.
- Conduct unit elections in accordance with National OA unit election procedures.
- Submit all unit election paperwork to the Lodge Records Adviser.

Vigil Honor Team

Team Role

The Vigil Honor Team is responsible for nominating suitable candidates for the Vigil Honor, organizing an election for these

nominees, organizing the call-out ceremony at the Lodge Banquet, and organizing the induction of Vigil Honor members into the lodge.

Team Reporting

The Vigil Honor Team Lead reports to the Vice Chief of Program.

Team Responsibilities

- Conduct a preliminary selection meeting in the fall of year to identify eligible Brotherhood members who should be nominated for Vigil Honor selection.
- Solicit for additional Vigil Honor nominations from the lodge membership.
- Conduct a Vigil Honor selection meeting prior to the annual lodge banquet. The Vigil Honor selection quota is set by the National Order of the Arrow Committee.
- Coordinate with the National OA office to process the paperwork for selected Vigil Honor candidates.
- Coordinate with the Banquet Team regarding logistics for the Vigil Honor call-out ceremony.
- Coordinate with Vigil Honor candidates to schedule their Vigil.
- Conduct Vigil Honor fellowship activities at service weekends, as necessary / appropriate.
- Coordinate with the Food Service Team regarding food service requirements pertaining to the Vigil Ceremony.
- Coordinate with youth Vigil Honor members regarding their participation in ceremonies.
- Store any materials necessary for the Vigil Honor ceremony.
- Coordinate with Camp Horseshoe staff for Vigil Honor ceremony logistics if conducting a ceremony during summer camp.
- Report new Vigil Honor members to the LLT for approval.

III. Lodge Events

Service and Fellowship Weekends

Team Responsibilities

The teams most directly responsible for conducting a service and/or fellowship weekend includes:

Ordeal Team, Brotherhood Team, Vigil Team (if a Vigil Honor ceremony is conducted during the service weekend), Fellowship Team, Food Service Team, Ceremonies and Costumes Team, Communications Team, Projects Team, Trail Crew Team, and LLD Team.

Event Activities

Pre-Actions

- Lodge Staff Adviser: Create an event registration for the service / fellowship weekend. This is typically performed prior to the start of the new calendar year.
- Communications: Promote the service / fellowship weekend on social media / lodge website / lodge email.
- Projects: Conduct a “card party” prior to the service weekend to place attendees into various work assignments (crews) and inform attendees of the assignment and any preparation needed.
- Food Service: Develop a menu for the service / fellowship weekend and order the food in advance of the weekend.
- Lodge Records: create the event in Lodgemaster and enter attendees into Lodgemaster as they are made available.

- Nominations: for the applicable weekend, coordinate with the Communications Team to promote the officer elections and solicit for candidates.

During Event

- Lodge Records / Projects / Officers: check-in members and ordeal candidates at the start of the service / fellowship weekend.
- Brotherhood: if applicable, register members for the Brotherhood test / ceremony.

Annual Lodge Banquet

Team Responsibilities

The teams most directly responsible for conducting the annual lodge banquet includes:

Banquet Team, Vigil Honor Team, Fellowship Team, Communications Team.

Event Activities

Pre-Actions

- Lodge Staff Adviser: Create an event registration for the banquet. This is typically performed prior to the start of the new calendar year.
- Communications: Promote the banquet on social media / lodge website / lodge email.
- Vigil Honor: Ensure that there are biographies compiled for the vigil honor candidates to be called out at the banquet, recruit youth Vigil members to conduct the vigil call-out ceremony, submit paperwork to National

for selected candidates prior to the banquet, solicit for Vigil Door prizes (or money to purchase gifts / gift cards).

- Banquet: Find a venue for the banquet and submit projected costs to LLT well ahead of the banquet so that the budget can reflect the costs and registration fees can be determined, find keynote speaker(s) or develop other entertainment,
- Fellowship: Develop any activities that banquet attendees can participate in, as appropriate.

During Event

- Banquet: Coordinate with all other teams to ensure they are briefed on the venue and have the resources they need to perform their function.
- Vigil Honor: perform Vigil Honor call-out.
- Awards Sub-Team: ensure that all award items are present at the venue and that award presenters are briefed on their role.

IV. Lodge Policies

Camp Chief

Role

The Order of the Arrow Camp Chief(s) administer(s) the Order of the Arrow program at Horseshoe Scout Reservation during the summer camp season. The Camp Chief coordinates with other camp staff members, as appropriate, to facilitate the various functions and activities of the Order of the Arrow program. The role of Camp Chief is to be designated to an individual by the Lodge Chief.

Responsibilities

- Oversees the administration of unit elections at summer camp.
- Oversees the administration of callouts at summer camp.
- Oversees the administration of the OA Special Interest Program (SIP) at summer camp.
- Oversees the administration of any OA fellowship activities, including but not limited to OA snack.

Social Media Policies

- The use of Social Media by Octoraro Lodge 22 members must adhere to Scouting America's Safeguarding Youth policies, which includes not identifying youth by their full name when an image of them is present in social media posts.

- Accounts operated by Octoraro Lodge 22 members on Social media platforms must include at a minimum two adult members of the lodge as administrators of that account. This includes any private group used to coordinate activities for a Team.

Lodge Officer Elections

The purpose of this election procedure is to ensure an unbiased method for choosing Octoraro Lodge Officers. All prospective candidates should read these guidelines and fully understand them before campaigning begins.

1) Each prospective candidate, a dues-paying member, shall announce their candidacy for office between the April Weekend and the September Fellowship Weekend in writing to the Lodge Key 3. This letter of intent should include:

- Troop #
- The office for which they are running
- Why they would be a good candidate

2) Additional requirements for Lodge Chief and/or Vice Chief candidates are as follows:

- Candidates for Lodge Chief must have a letter of approval from a Scoutmaster.
- Candidates for Lodge Chief must have a letter of recommendation from a past Lodge Chief or current / past Lodge Adviser.
- Candidates for Chief and Vice Chief are expected to, if they are voted into the position, attend NLS during their term. This is waived if already attended.

3) Campaigning with signs and handouts shall not begin before September Fellowship Weekend.

4) No candidate will spend more than fifty dollars (\$50.00) on their campaign; they are not required to spend this. This includes donations and items previously purchased. A candidate may be disqualified for violating this provision.

5) Adults shall not actively campaign for any candidate.

6) A forum for Lodge Members to meet the candidates will be included on the schedule for September Fellowship Weekend. The Lodge Chief will determine the format for this Candidates' Forum.

7) The elections will be held during the September Fellowship Weekend and will be conducted in accordance with the Lodge Bylaws.

a. Nominations for each office shall be made by any youth member below the age of twenty-one (21) years with current dues paid provided the candidate for Chief and Vice Chief meet the requirements for (1) above. Nominees shall indicate that they accept. Nominations for each office shall be closed only once before balloting for that office begins. The Lodge Chief shall be elected first followed by the election of officers as listed in the Lodge Bylaws.

b. Each candidate will have the opportunity to address the membership for a maximum of three (3) minutes. They will speak in alphabetical order.

c. The candidate receiving a simple majority (at least 50% of the vote plus one (1) vote) will be the officer-elect. In the case where a simple majority is not received by any candidate, another ballot is taken. The candidate(s) who receives the least number of votes is (are) dropped and the two candidates who

received the majority of the votes will be retained for the next ballot. Each remaining candidate will be allowed to address the membership for one (1) additional minute, and the second ballot will be conducted at the conclusion of the speeches. In the event of a tie, the Lodge Chief will cast the deciding vote, giving a candidate the sufficient number of votes to achieve a majority.

d) The remaining offices will be decided following the procedures outlined in 6 a-c above, until all offices are filled. A total of four (4) elections will occur over the course of the weekend, to be planned, scheduled, and run by the Nominations Team. Once the Chief election is concluded, the Vice Chief election will take place, followed by the Secretary election, and finally the Treasurer election. Note that 2 Vice Chiefs and 2 Secretaries will be elected, and designations will be decided by the officer-elect team before the January LLT meeting. If a candidate runs for an office and is not elected, he/she may run down to the next office, all the way from Chief to Vice Chief to Secretary to Treasurer.

e) The Chief-elect will select the order of succession for remaining offices after all offices have been filled, following the guidelines stated in the Lodge Bylaws, Section 3.05.

8) Once elected, the new officers, unless previously received, will be presented with a copy of the Lodge Bylaws.

9) The new officers-elect will be installed at the January Lodge Leadership Team meeting. The officers-elect work closely with the presiding officers between the September Fellowship Weekend and the January Lodge Leadership Team meeting.

10) There will be a Lodge Training Weekend (LLD) to be held at the Octoraro Lodge Building if possible. It shall be run by the newly installed Lodge Key 3 along with the LLD Team. All Officers and Associate Advisers are required to attend unless

excused by the Lodge Chief or Adviser. This shall be held between the Election of the New Officers and the End of January of their serving year, unless the LLT decides otherwise.

11) Vacancies in any office will be handled in accordance with the Lodge Bylaws, Section 3.04.

12) The immediate past Chief will enforce these rules. If he should be unable to attend the weekend, or these events, the current Chief will appoint one (1) Arrowman to assume this responsibility.

Policies and Procedures Guide

The updating and approval of this guide shall be done annually by the Nominations Team with input from the Lodge Leadership Team members. The update should focus on:

- 1) Making sure that the responsibilities are still accurate for each team.
- 2) Teams that have been declared obsolete by the LLT are removed from the guide and teams that have been created by the LLT are to be added to the guide.

V. Changes to Guide

Version 1.1 – August 30, 2026

-Updated step 7 d) of the [Lodge Officers Election](#) section.