

LEC OFFICER ELECTIONS

Below are the Election Procedures we will be following at the Fall Conclave for Wulapeju Lodge. These procedures are spelled out in our Lodge Officers Manual. Anyone wishing to hold a Lodge Office must follow the procedures listed below to be placed on the Lodge Officer Ballot. Nominations will not be taken from the floor. The letter of intent to run should state the position or positions the Arrowman wishes to run for. You will not be able to run for a position that the letter of intent did not state. For example if you wish to run for Vice-Chief of Activities and are not elected to that position you cannot then run for Vice-Chief of Administration, if only the Vice-Chief of Activities position was stated in the letter of intent. Since the Lodge Chief will be on summer camp staff it would be best to send the nomination letters to the Lodge Adviser at OALodgeAdvisor@wulapeju140.org to ensure a timely review. These letters must be **received by July 19, 2018** to be considered. Below are the positions and a description of the position.

Thank-you

Chuck Natoli, OA Lodge Adviser

ELECTION PROCEDURES According to the Lodge Officers Manual Article 2, Section 3, Sub-Sections 1 - 3

- An active member wishing to run for an office(s) must make his intentions known to the Lodge Chief or his designate in writing, **at least 30 days prior to the election**. The prospective candidate must meet with the Lodge Adviser or Lodge Chief prior to the election. These can also be emailed to the Lodge Adviser at OALodgeAdvisor@wulapeju140.org.
- After proper examination of his qualification and the approval of the Lodge Adviser or Lodge Chief, his name shall be placed in nomination.
- Lodge officers shall be elected at and installed at the Fall Conclave. Each Chapter shall have 10 votes per officer election, to cast in any way they see fit. Votes shall be cast in whole numbers. The Chapter Chief shall turn in the results. In the absence of the Chapter Chief, the Vice Chief or a youth representative shall turn in the votes. The candidate who receives the most votes will be elected.
- If there is no candidate for a particular office, that office will be filled by an appointment made by the Lodge Chief with the approval of the Lodge Executive Committee within thirty days. He must meet the same eligibility requirement as the other officers.

LODGE OFFICERS

Lodge Chief

- Shall preside over all Lodge functions and is the Chairman of the Lodge Executive Committee.
- Shall, in conjunction with the Lodge Staff Adviser, and the Lodge Adviser, prepare a Lodge calendar for the year.
- Shall assist the Lodge Staff Adviser in obtaining renewal of the Lodge Charter.
- Shall appoint all committee chairmen and create special committees or positions as may be require from time to time with the approval of the Lodge Executive Committee.
- Shall represent the Lodge at Council, Area and National events. Must attend all Council of Chiefs, (COC), meetings and Council Camping Committee meetings
- Maintain strict adherence to the Council program and policies of the Lodge.
- Communicate with the Lodge Adviser and Staff Adviser regularly.
- Attend and preside at all Lodge committee meetings or any other meetings of the Lodge.
- Appoint chairman to operating committees upon the recommendation of the Lodge Adviser and the Staff Adviser.
- Appoint Lodge members to operating committees in consultation with the Lodge Adviser and the Staff Adviser.
- Invite and secure attendance of Lodge officers and committee chairmen at meetings of Lodge Operating Committees to accomplish assignments.
- Plan and conduct all Lodge operations through the Lodge officers and the committee chairmen.
- Delegate assignments to fellow Lodge officers and committee chairmen as needed to accomplish Lodge program.

- Assure the Chapter operation gives complete support to the Lodge program.
- Initiate Lodge service projects with the advice and approvals of advisers.
- Appoint a Lodge Vigil Honor Nominating Committee Chairman.
- Give positive leadership to officers of the Lodge through the delegation of duties and follow-up of achievements.
- Participate in Council committees and functions to which he is appointed, with the approval of the Scout Executive.
- Administer successful Lodge operation through a coordinated program of activities and other functions with the counsel and guidance of advisers and the Scout Executive.
- Perform as a positive role model for ALL scouts and arrow men.
- Any other duties assigned to him.

Lodge Vice-Chief of Activities

- Assists the Lodge Chief.
- Substitutes in the Chiefs absence.
- Is coordinator of all Lodge activity committees.
- Plans and carries out all Lodge Fellowships and Conclaves.
- Assists host chapter with the planning of the Winter Banquet.
- Is in charge of Section promotions.
- Any other duties assigned to him.

Lodge Vice-Chief of Administration

- Serves as a resource to Chapter Chiefs.
- Coordinator of Lodge Administrative Committees.
- Promotes Troop / Team Representative Concept.
- Is responsible for overseeing the process of revising the Lodge By-Laws and Officers Manual.
- Is in charge of running the Lodge Leadership Development in his term and planning the Lodge Leadership Development for the following term.
- Shall assist the Lodge Adviser with the check-in at Lodge events.
- Any other duties assigned to him.

Lodge Vice-Chief of Communications

- Records minutes of all Lodge and Lodge Executive Committee meetings.
- Is the chairman of the Lodge Publications Committee.
- Is the coordinator of all Lodge Communications.
- Coordinates Brotherhood classes.
- Is ultimately responsible for the Flight, Minutes, and any social-media posts.
- Shall read and approve all Brotherhood letters.
- Any other duties assigned to him.

Lodge Vice-Chief of Finance

- Shall present a treasury report at each Lodge Executive Committee meeting.
- Is the coordinator of all Lodge Finance committees.
- Shall be responsible for the Lodge trading post, keeping an inventory of the trading post and shall be responsible for the sales of said items. (This includes running the trading post and setting hours of operation during an event.)
- Shall prepare a Lodge budget in coordination with the Lodge Chief, Lodge Adviser, and Vice Chief of Finance Adviser for the year in tenure.
- Shall disburse funds at the direction of the Lodge Executive Committee.
- Shall keep an accurate record of all Lodge finances.
- Shall order Lodge trading post supplies needed by the Lodge with of the Lodge Executive Committee.
- Any other duties assigned to him.

If you have any questions on the Election Procedures please contact Chuck Natoli the Lodge Adviser at

OLodgeAdvisor@wulapeju140.org.