

Troop 75 Election Policies **Established February 2011**

Troop 75 will continue to have two election cycles per year. One election will be held in September and the other election in March.

As noted in the Boy Scout handbook, holding certain elected and appointed positions within the troop is required for advancement for Star, Life and Eagle Scouts. These elected and appointed positions that count toward rank advancement may change over the years but as of January 2011, these are the positions that count toward rank advancements:

Elected positions include:

Patrol leader (for each patrol by members of that particular patrol)
Senior patrol leader
Troop guide
Order of the Arrow troop representative
Scribe
Librarian
Historian
Quartermaster
Bugler
Chaplain aide
Instructor
Leave no trace trainer
Troop webmaster

Appointed positions include:

Cub Scout or Webelos Den chief
Assistant senior patrol leaders (appointed by the senior patrol leader)
Junior assistant scoutmaster (appointed by the Scoutmaster)
Assistant patrol leader (appointed by the patrol leaders)
**(ASSISTANT PATROL LEADER POSITION DOES NOT COUNT TOWARD RANK
ADVANCEMENT)**

The scoutmaster may also assign a leadership project for a scout to complete that helps the troop. This scoutmaster-assigned project would also count toward rank advancement.

Please note that *Assistant Patrol Leaders* are not elected, but chosen by the Patrol Leaders and this position **DOES NOT COUNT** toward rank advancement.

*****A SCOUT MAY ONLY RUN FOR ONE POSITION AT A TIME!*****

In order to be placed on the ballot for any of these elected positions, Troop 75 requires that you at least hold the rank of First Class. The only exception to this is for the position of Patrol Leader for the new scouts (Loons) patrol. The Patrol Leader position in other patrols may be filled by a scout of lesser rank if no First Class scout wishes to run.

Election of Senior Patrol Leader and Patrol Leaders:

During the week prior to the first meeting in September and March, the **Senior Patrol Leader** will send an email announcing that the nominations for Senior Patrol Leader and the various Patrol Leaders will take place at the first troop meeting in either September or March. If a scout, will not be able to attend the first troop meeting of either September or March, but wishes to be considered for one of the positions that will be voted on, the scout must send an email to the **Scoutmasters of Troop 75 (all_scoutmasters@napervilletroop75.org) and Senior Patrol Leader (plc@napervilletroop75.org) NO LATER THAN 5PM of the meeting night** to accept nominations. Failure to do so will result in not being considered for election to those positions. Those scouts unable to attend but having notified the **Senior Patrol Leader** by the deadline will be announced at the troop meeting as wanting to be considered.

During the first troop meeting each September and March, scouts wishing to be considered for the position of Senior Patrol Leader or Patrol Leader for each individual patrol shall acknowledge to the troop their desire to be in the election. The troop will also consider nominations by others scouts for these positions. If you are nominated, you will have the option to accept or reject the nomination. If you are nominated by another scout but you are not present at the nominating meeting, your name will be written down and the **Senior Patrol Leader** will verify to see if you are interested in the position that you were nominated for before printing the ballots.

The Senior Patrol Leader in coordination with the Scoutmaster or Scoutmaster Designee shall keep a record of those scouts wishing to be considered for elected position. By the end of the first troop meeting in September and March, the scouts should be aware of the scouts that will be running for elected position the following week. Additionally, an all-troop email shall be sent by the **Senior Patrol Leader** as soon as possible announcing the scouts and positions that will be on the ballot the following week at the troop meeting.

At the second troop meeting of September and March, the scouts that are on the ballot **must be present** and will make a speech to the troop about why they should be elected to the position that they are running for. **Only in extreme cases of absence (i.e. illness, out of town, etc.), which must be approved by the scoutmaster, will he be allowed to continue to run for the position.** The election shall be done in secret on a paper ballot showing the scouts and positions desired that is identical to the all-troop email that was sent out during the prior week. There will be no changes made and no write-in candidates allowed. The scouts may only vote for scouts that are shown on the preprinted ballot and that have followed the election rules spelled out in this document.

The ballots are to be counted by the **PLC** and verified by the scoutmaster or scoutmaster designee. Once this has been done and the results accepted by the scoutmaster or scoutmaster designee, then the results shall be made public to the troop.

Once the Senior Patrol leader and patrol leader elections are complete then the task of completing the rest of the troop elections will begin. The reason for the staggered elections is to allow scouts that were not successful in the SPL and PL elections to be able to compete for other elected positions within the troop.

Election of all other troop positions:

During the week prior to the third meeting in September and March, the **Senior Patrol Leader** will send an all troop email announcing that the nominations for the various other troop positions will take place on the third troop meeting night in either September or March. If a scout, will not be able to attend the third troop meeting of either September or March, but wishes to be considered for one of the positions that will be voted on, the scout must email the **Scoutmasters of Troop 75 (all_scoutmasters@napervilletroop75.org) and Senior Patrol Leader (plc@napervilletroop75.org) NO LATER THAN 5PM of the meeting night** to accept nominations. Failure to do so will result in not being considered for election to those positions. Those scouts unable to attend but having notified the **Senior Patrol Leader** by the deadline will be announced at the troop meeting as wanting to be considered.

During the third troop meeting of September or March, scouts wishing to be considered for election to all troop positions other than Senior Patrol Leader or Patrol Leader shall acknowledge to the troop their desire to be in the election. The troop will also consider nominations by others scouts for these positions. If you are nominated, then you will have the option to accept or reject the nomination. If you are nominated by another scout but you are not present at the nominating meeting, your name will be written down and the **Senior Patrol Leader** will verify to see if you are interested in the position that you were nominated for before printing the ballots.

The Senior Patrol Leader in coordination with the Scoutmaster or Scoutmaster Designee shall keep a record of those scouts wishing to be considered for elected position. By the end of the third troop meeting in September and March, the scouts should be aware of the scouts that will be running for elected position the following week. Additionally, an all-troop email shall be sent by the **Senior Patrol Leader** as soon as possible announcing the scouts and positions that will be on the ballot the following week at the troop meeting.

At the fourth troop meeting of September and March, the scouts that are on the ballot **must be present** and will make a speech to the troop about why they should be elected to the position that they are running for. **Only in extreme cases of absence (i.e. illness, out of town, etc.), which must be approved by the scoutmaster, will he be allowed to continue to run for the position.** The election shall be done in secret on a paper ballot showing the scouts and positions desired that is identical to the all-troop email that was sent out during the prior week. There will be no changes made and no write-in candidates allowed. The scouts may only vote for scouts that are shown on the preprinted ballot and that have followed the election rules spelled out in this document.

The ballots are to be counted by the **PLC** and verified by the scoutmaster or scoutmaster designee. Once this has been done then the results shall be made public to the troop.

After all of these elections are complete the new PLC takes over on the 30th of the month.

If after all of the elections have taken place and if there any vacant positions, scouts may ask the scoutmaster to take on that position. Also, the scoutmaster may ask various scouts that might need leadership time for rank advancement, if they are interested in taking on responsibility for any of the open leadership positions.

Finally, if no scout of First Class rank or above is interested in filling a position of leadership within the troop, the scoutmaster **may** allow a lower rank scout to assume that open leadership position.

The Patrol Leaders Council will comprise of all scouts holding a leadership position, either elected or appointed. The responsibilities of the Patrol Leaders Council are:

- Plan Monthly Outings
- Evaluate Summer Camps
- Plan and Run Troop Meetings
- Plan and Run Courts of Honors
- Evaluate current troop policies and procedures and implement changes where necessary
- Set a good example
- Wear the Scout Uniform correctly
- Live by the Scout Oath and Law

Troop Leadership Positions and their Responsibilities

Senior Patrol Leader (SPL)

Chair the PLC

Lead Troop meetings and activities

Assist with training for junior troop leaders

Verify attendance at outings

Verify Menus and Duty Rosters for outings

Provide SPL report at troop committee meetings

Select Assistant Senior Patrol Leader(s)

Work with Scoutmaster to train junior leaders

Assistant Senior Patrol Leaders (ASPL)

Assist SPL to lead troop meetings and activities

Guide the troop in the SPL's absence

Perform task assigned by the SPL

Train and assist junior leaders (scribe, librarian, historian, instructor, quartermaster and chaplains aide) to complete their responsibilities

Be an active member of PLC

Patrol Leader (PL)

Plan and lead patrol meetings and activities

Keep patrol members informed

Assign patrol members task and help them to succeed

Prepare the patrol for outings (Menus, Duty Rosters and Equipment List)

Represent the patrol at PLC meetings

Work with other troop leaders to make the troop run well

Assistant Patrol Leaders (APL)

Assist the PL to plan and lead patrol meetings and activities

Help the PL to keep patrol members informed

Help the PL to prepare the patrol for outings

Lead the patrol in the PL's absence

Represent the patrol at PLC meetings in the PL's absence

Work with other troop leaders to make the troop run well

Quartermaster

Be an active member of PLC

Keep records of troop equipment

Keep equipment in good repair

Keep equipment storage area neat and clean

See that all equipment is returned to trailers after outings

Suggest new or replacement items

Work with adult quartermaster

Scribe

Be an active member of PLC

Take notes at PLC meetings

Distribute meeting notes to the troop leadership (PLC, Scoutmasters and Committee) and the troop members.

Record attendance at troop meetings

Historian

Be an active member of PLC

Gather pictures and records of troop activities and keep them in a scrapbook

Write monthly newsletter article about the last outing.

Take care of troop trophies and keepsakes

Chaplain's Aide

Be an active member of PLC

Keep troop leaders apprised of religious holidays when planning activities

Lead troop in saying grace at activities

Librarian

Be an active member of PLC

Maintain troop library

Keep records of literature owned by the troop

Add new or replacement items as needed

Have literature available for borrowing at troop meetings

Maintain a system to check literature in and out

Follow up on late returns

Instructor

Be an active member of PLC

Assist in planning troop training activities

Instruct scouting skills as needed in troop

Prepare well in advance for each teaching assignment

Order of the Arrow Representative

Be an active member of PLC

Serve as a communication link between the lodge and troop

Encourage year round camping in the troop

Encourage older scout participation in High Adventure programs

Encourage scouts to participate in community service projects

Encourage Arrowmen to assume leadership positions in troop

Encourage Arrowmen to be active in the lodge and to become Brotherhood members

Troop Guide

Be an active member of PLC

- Introduce new scouts to troop operations
- Guide new scouts through early scouting activities
- Shield younger scouts from harassment from older scouts
- Help new scouts earn First Class rank in their first year
- Act as PL for the first six months of the new scouts experience
- Coach the PL in the second six months of the new scouts experience
- Work with the PL at the PLC meetings
- Coach individual scouts on scouting challenges
- Teach basic scouting skills

Bugler

The bugler plays the bugle (or a similar instrument) to mark key moments during the day on troop outings, such as reveille and lights out. He must know the required bugle calls and should ideally have earned the Bugling merit badge.

Den Chief

The den chief works with a den of Cub Scouts and with their adult leaders. He takes part in den meetings, encourages Cub Scout advancement, and is a role model for younger boys. Serving as den chief can be a great first leadership experience for a Scout.

Webelos Den Chief

A Webelos den chief can help plan and assist with the leadership of Webelos den meetings and field activities. He can lead songs and stunts, and encourage Webelos Scouts to progress into the Boy Scout troop.

Junior Assistant Scoutmaster

A Scout at least 16 years of age who has shown outstanding leadership skills may be appointed by the senior patrol leader, with the advice and consent of the Scoutmaster, to serve as a junior assistant Scoutmaster. These young men (a troop may have more than one junior assistant Scoutmaster) follow the guidance of the Scoutmaster in providing support and supervision to other boy leaders in the troop. Upon his 18th birthday, a junior assistant Scoutmaster will be eligible to become an assistant Scoutmaster.

Leave No Trace Trainer(new in 2010)

The Leave No Trace Trainer specializes in teaching Leave No Trace principles and ensuring that the troop follows these principles on outings. He can also help Scouts earn the Leave No Trace award. He should have a thorough understanding of and commitment to Leave No Trace. Ideally, he should have completed Leave No Trace training and earned the Camping and Environmental Science merit badges.

Troop Webmaster(new in 2010)

The troop webmaster is responsible for maintaining the troop's website. He should make sure that information posted on the website is correct and up to date and that members' and leaders' privacy is protected. A member of the troop committee may assist him with his work.

Ballot for Senior Patrol Leader and Patrol Leader Positions

Election Date: _____

Senior Patrol Leader Candidates:

Hawks Patrol Leader:

Leprechauns Patrol Leader:

Loons Patrol Leader:

Mohicans Patrol Leader:

Ballot for Troop Leadership Positions

Election Date: _____

Quartermaster:

Scribe:

Historian:

Chaplains' Aide:

Librarian:

Instructor:

Ballot for Troop Leadership Positions

Election Date: _____

Troop Guide:

OA Representative:

Troop Webmaster:

Bugler:

Leave No Trace Trainer:
