



NENTICO LODGE 12

LODGE OPERATING PROCEDURES



Lodge Officer Elections

1. Lodge officers shall be elected at the annual Fall General Lodge Meeting, and must be under 21 years old for their entire term of office.
2. Prospective lodge officer candidates must submit the prescribed officer candidacy form, including a petition from 30 youth members in good standing, and receive approval to run from the Lodge Adviser and Lodge Staff Adviser.
3. Neither the presiding officer for the election nor any chapter representative shall be a candidate themselves.
 - a. Where the Lodge Chief is unable to preside over the election due to absence or being a candidate in the election, the Lodge Chief shall appoint a youth to preside with the approval of the Lodge Adviser.
 - b. Where a Chapter Chief is unable to serve as the chapter youth representative due to absence or being a candidate in the election, the Chapter Chief shall appoint a youth to serve as chapter representative with the approval of their Chapter Adviser.
4. The election of lodge officers shall be preceded by a forum, which will provide an opportunity for nominees to present their ideas and respond to questions from members. The forum need not be immediately prior to the election itself.
5. The election of lodge officers shall be executed exactly as follows:
 - a. Chapter representatives can nominate candidates for office when nominations are open. No second is needed. Candidates must be present to accept their nomination. Nominations shall close just before voting for each office.
 - b. Officers are nominated and elected in the following sequence: Lodge Chief, followed by the five Lodge Vice Chiefs en masse.
 - c. After the presiding officer declares nominations for a given office closed, the chapter representatives shall poll their youth delegates to decide votes.
 - i. Each chapter can cast one vote per youth present, up to a maximum of 10 votes per office.
 - ii. Votes must reflect the poll proportionally, using whole numbers only.
 - iii. Telephone, email, and other electronic votes are not permitted.
 - d. A nominee must receive a majority of the votes cast on a given ballot to be elected. Where a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken.
 - i. This rule is excepted when removal of all tied candidates would leave only one candidate remaining; in this case, the leading candidate and all candidates tied for the position will advance.
 - ii. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes and the balloting is declared deadlocked.
 - e. When balloting is deadlocked, the presiding officer shall cast sufficient votes for the candidate of their choice to achieve a majority and declare them elected.

6. Leading up to and during officer elections, employing physical campaign materials (e.g., fliers, signs, posters, point papers) and using derogatory language toward incumbents or candidates are strictly prohibited by both candidates and their proxies. Failure to comply with these rules shall be grounds for the Lodge Adviser or Lodge Staff Adviser to disqualify a candidate's candidacy.
7. Vacancies in unexpired terms of lodge officers shall be filled by majority vote of the chapter chiefs/representatives — one vote per chapter — with a quorum of the chapter chiefs/representatives present, at a meeting of the Lodge Executive Committee.
 - a. Elected officers, committee chairs, and the immediate past lodge chief shall not vote.
 - b. The requirement that a candidate submit a petition from 30 youth members in good standing supporting their candidacy is waived.
 - c. The directions above relative to polling chapter delegates do not apply.
 - d. All other requirements and procedures under this title apply.
8. The lodge chief elect, in consultation with the lodge adviser, shall designate which role each lodge vice chief elect will serve in for the upcoming term.

Order of Succession

1. When there is a vacancy or extended absence in the office of Lodge Chief, the first individual both willing and able to serve, in the order of succession listed below, shall serve as Acting Lodge Chief pending the election of a permanent replacement.
 - Lodge Vice Chief of Communications
 - Lodge Vice Chief of Finance
 - Lodge Vice Chief of Service
 - Lodge Vice Chief of Inductions
 - Lodge Vice Chief of Program
 - Other Youth Arrowman Designated by the Lodge Adviser
 - a. While a Lodge Vice Chief is serving as Acting Lodge Chief, they must appoint a temporary replacement to fill their original position.
2. In their absence, the Lodge Chief may designate an appropriate individual to act on their behalf at a specific lodge event. However, absent such a designation or in the event of an extended absence, the order of succession in Section 1 shall be followed.
 - a. The Lodge Adviser and Lodge Staff Advisor determine when the Lodge Chief's absence has turned into an extended absence.

Lodge Executive Committee

1. The lodge is governed by the Lodge Executive Committee and shall hold at least four meetings a year. Special Lodge Executive Committee meetings may be called by the Lodge Chief in consultation with the Lodge Adviser or Lodge Staff Adviser.
2. A simple majority of the lodge officers and chapter chiefs/representatives shall constitute a quorum to conduct business at a Lodge Executive Committee meeting.
3. The Lodge Chief has the authority to create committees necessary for lodge operations, as well as appoint the chairs and members of each committee, with the approval of the Lodge Adviser.

4. The Lodge Adviser shall be appointed by the Supreme Chief of the Fire. Lodge Associate Advisers and Chapter Advisers are then appointed by the Lodge Adviser in consultation with the Supreme Chief of the Fire.
5. The voting members of the Lodge Executive Committee are the lodge officers, chapter chiefs/representatives, committee chairs, and the immediate past Lodge Chief if they are under 21.
 - a. The Lodge Chief shall vote only in the event of a tie.
 - b. When the same Arrowman holds more than one voting position on the Lodge Executive Committee, they are entitled only one vote.
 - c. When a committee has co-chairs, the committee receives only one vote.
6. Unless otherwise specified in these operating procedures, Robert's Rules of Order shall govern parliamentary procedure for Lodge Executive Committee meetings. *Appendix A: Robert's Rules of Order* includes a reference sheet for Robert's Rules of Order.
7. Any youth member of the lodge executive committee may be removed for cause – for unsatisfactory performance, conduct unbecoming, or other reprehensible offense – by an affirmative vote of the lodge executive committee.
 - a. To commence proceedings pursuant to this section, at least six voting members of the lodge executive committee shall deliver notice to the lodge adviser indicating their intent to proceed with removal and the basis for their case; the lodge adviser shall in turn deliver notice to the member at least seven calendar days prior to the meeting at which the lodge executive committee will consider their removal.
 - i. The Key 3 must gauge whether the case has merit before it goes to the lodge executive committee. If the lodge chief is the member facing removal, only the lodge adviser and lodge staff adviser will have a say.
 - ii. If the case is found to not have merit, then the proceedings stop there and no action against the named member will be taken. A new case can be submitted for the same member, but there must be additional reasoning for why the member should be removed.
 - b. Should the member facing removal be the lodge chief, a youth appointed by the lodge adviser shall serve as the presiding officer for the duration of proceedings relative to their removal.
 - c. The member facing removal shall have the right to appear at the meeting, speak on their own behalf, and call witnesses to speak on their behalf. The presiding officer may, however, direct the member facing removal to leave the meeting area so the lodge executive committee may deliberate in private in advance of the vote for removal. In no event shall the member facing removal be present during the vote for removal; though, they may announce to the presiding officer their vote on the question of their removal in advance of leaving the meeting area.
 - i. For a removal to take place, at least two-thirds of the present voting members of the lodge executive committee must vote in favor of removal.
 - ii. The vote for removal must be a secret ballot. Members of the lodge executive committee are strongly discouraged from asking others or sharing how they voted after the fact.

Chapter Governance

1. Each chapter in the lodge shall have a chapter chief and at least one chapter vice chief, and be governed by a Chapter Executive Committee. These officers must be under 21 years old for their entire term of office and be registered in the district with which the chapter is affiliated.

General Lodge Meetings

1. The lodge shall schedule spring and fall General Lodge Meetings annually. Special General Lodge Meetings may be called by the Lodge Chief in consultation with the Lodge Adviser or Lodge Staff Adviser.
2. A simple majority of the lodge officers and chapter representatives shall constitute a quorum to conduct business at a General Lodge Meeting.
3. Voting items at a General Lodge Meeting shall be determined by a majority vote of the youth members of the lodge in good standing.
 - a. Each chapter may cast one vote per youth member present, up to a maximum of ten votes.
 - b. Chapter votes must reflect the results of the poll proportionally, using whole numbers only.
 - c. Telephone, email, and other electronic votes are not permitted.
 - d. In the event of a tie, the Lodge Chief shall cast the deciding vote.

Arrowmen Holding Multiple Positions

1. The Lodge Chief shall hold no other elected office in the Order of the Arrow or Scouting, at or above the district level. This excludes the Lodge Chief's service as an ex-officio member of the Council Executive Board.
2. Any lodge officer wishing to serve in any other position (elected or otherwise) within the Order of the Arrow or Scouting, at or above the district level, must discuss their intentions with and receive approval from the Lodge Adviser to do so.
3. Nothing under this title shall prevent any Arrowmen from serving on staff at a council summer camp or high adventure base.

Finance

1. The Lodge Vice Chief of Finance shall collect annual lodge dues, with the amount determined by the Lodge Executive Committee with the approval of the General Lodge. All collected dues shall be deposited with the Baltimore Area Council office.
2. All lodge and chapter funds shall be handled through the Baltimore Area Council office and go through all normal accounting procedures used by the council. All lodge expenses beyond the limits of a budget must be approved prior to expenditure by the Lodge Adviser or Lodge Associate Adviser of Finance, or their designees, or by action of the Lodge Executive Committee.
3. Lodge money shall be transported off council property only by those insured to do so. Exceptions may be granted by the Council Scout Executive or Lodge Staff Adviser with risk being assumed by the council.

4. For a lodge member to be considered active and in good standing, they must be registered with the Baltimore Area Council, Scouting America, and have paid the current year's dues.

Merchandise

1. Decision authority for the design, order quantity, and sales price for lodge and chapter merchandise is as follows and is decided by majority vote of the people listed for each item:
 - a. Lodge Flaps
 - i. Design — Lodge Executive Committee
 - ii. Order Quantity — Lodge Executive Committee
 - iii. Sale Price — Lodge Executive Committee
 - b. All Other Lodge Merchandise
 - i. Design — Lodge Chief, Lodge Vice Chief of Finance, Lodge Merchandise Chair
 - ii. Order Quantity — Lodge Chief, Lodge Vice Chief of Finance
 - iii. Sale Price — Lodge Chief, Lodge Vice Chief of Finance
 - c. Chapter Merchandise
 - i. Design — Chapter Leadership; Lodge Chief, Lodge Vice Chief of Finance, Lodge Merchandise Chair,
 - ii. Order Quantity — Chapter Leadership
 - iii. Sale Price — Chapter Leadership
5. At least 10 of each lodge flap or other patch produced shall be reserved for later use determined by the Lodge Key 3 (e.g., auctions, awards, recognitions); one additional will be donated to the Lodge Museum.
6. The Lodge Vice Chief of Finance, with the approval of the Lodge Associate Adviser of Finance, may clearance lodge merchandise that has been available for purchase for over one year.
7. Procedures for operating the Lodge Trading Post may be established by the Lodge Vice Chief of Finance, with the approval of the Lodge Associate Adviser of Finance, and be published in the OA Trading Post building. Anyone operating the Lodge Trading Post shall be trained on these procedures.
8. Pending completion of a Trading Post Key Holder Agreement, keys to access the OA Trading Post building will be distributed to the Lodge Key 3, Lodge Vice Chief of Finance, Lodge Associate Adviser of Finance, and others designated by Lodge Key 3.

Branding & Insignia

1. The lodge totem shall be a gold eagle with outstretched wings, representative of strength and unity of purpose. The colors of the lodge shall be red, white, and yellow.
2. The lodge standard issue pocket flap shall be a white flap with a red border bearing a gold eagle holding an arrow. The flap shall bear the words "Nentico Lodge 12" and "WWW."
3. Any additional flaps produced by the lodge shall be approved in purpose and design by the Lodge Executive Committee.
4. All lodge flaps are permitted to be worn on the uniform, however Arrowmen shall not wear a flap that ceased to be issued before they were a member.

Amendments

1. The Lodge Executive Committee is empowered to amend these operating procedures by a simple majority vote. Amendments are in order at any meeting of the Lodge Executive Committee, provided notice has been sent via email to the Lodge Executive Committee at least 15 days prior to such meeting.
2. The Lodge Chief is authorized to modify the organization chart and committee roles and responsibilities, found in *Chapter 3: Lodge Organization and Leadership* of the Lodge Leadership Handbook.
3. The Lodge Key 3 is authorized to make clerical revisions to these operating procedures — such as formatting, organization, cross references, grammar, and syntax — provided that such revisions maintain their original purpose and intent.

Appendix A: Robert's Rules of Order

Motion	What to say	Can you interrupt the speaker?	Is a second needed?	Is it debatable?	Is it amendable?	Vote needed
Introduce business	"I move that..."	No	Yes	Yes	Yes	Majority
Amend	"I move that we amend..."	No	Yes	Yes	Yes	Majority
Suspend consideration	"I move that we table..."	No	Yes	No	No	Majority
Adjourn	"I move that we adjourn."	No	Yes	No	No	Majority
Make a complaint	"Point of privilege."	Yes	No	No	No	Chair decides
Postpone consideration	"I move we postpone the matter until..."	No	Yes	Yes	Yes	Majority
End debate	"I move the previous question."	No	Yes	No	No	2/3
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Make objection	"Point of order."	Yes	No	No	No	Chair decides
Request information	"Point of information."	Yes	No	No	No	None
Vote on a ruling by the Chair	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority
Retake previously tabled matter	"I move we take from the table..."	Yes	Yes	No	No	Majority
Object to considering a matter	"I object to consideration of this question."	Yes	No	No	No	2/3
Reconsider a matter previously disposed of	"I move we reconsider our action relative to."	Yes	Yes	Depends on whether original motion was debatable	No	Majority
Ask for a vote by count to verify voice vote	"I call for a division of the house."	Must be done before new motion	No	No	No	None, bar objection by someone else
Consider something out of scheduled order	"I move we suspend the rules and consider."	No	Yes	No	No	2/3