

Totanhan Nakaha Lodge **Vigil Nomination Process**

1. Purpose

The purpose of the Totanhan Nakaha Lodge Vigil Nomination Process is to provide an appropriate, clear, and consistent method to identify those lodge members most deserving of the Vigil Honor.

2. Eligibility and Nomination

Eligibility for nomination to the Vigil Honor shall be as stated in the current national Order of the Arrow publications. The "date of selection" for determining eligibility shall be February 1st. "Dues Paid" shall mean members who are dues paid for the current year as of the deadline date for submitting forms.

All Vigil nominations must be made using the current nomination form, and received by the deadline date. Forms will not be returned. Any registered member of the Northern Star council can submit a nomination form. The lodge adviser should seek nominations for council level volunteers and professionals who are worthy of the Vigil Honor.

3. Chapter Vigil Nomination Responsibilities

Because much of the activity of the lodge occurs at the chapter level, input from the chapters is essential to ensure the most worthy members are considered. Each chapter chief shall therefore appoint a youth member as the Chapter Vigil Nomination Chair, and the chapter adviser shall appoint an adult member to serve as his adviser.

The Chapter Vigil Nomination Chair and Adviser shall ensure that a Vigil Nomination Form is submitted for each deserving member of their chapter by the deadline date.

4. Lodge Vigil Selection Committee

The lodge chief shall appoint a Lodge Vigil Selection Committee Chair and eight committee members composed of youths who have been approved by the lodge adviser and Scout Executive. The lodge chief shall present the proposed members to the LEC for their approval. Each of the nine youth members must be from a different chapter. Any youth member of the lodge may serve on the committee provided he is not eligible to receive the Vigil Honor. The lodge adviser, in consultation with the lodge chief and Scout Executive, shall appoint one adult as the Adviser to the committee.

The Lodge Vigil Selection Committee shall carefully consider all nomination forms submitted, and select the most worthy for nomination to the National OA committee.

5. Lodge Vigil Selection Committee Meetings

The Lodge Vigil Selection Committee shall meet as needed to accomplish their purpose within the allotted timeframe. The initial meeting shall include an orientation by the committee adviser discussing the goals and process of Vigil Selection, including the current national guidelines. The quorum necessary for the committee to conduct its meetings shall be 2/3 of the youth members. Only the 9 youth committee members and the 1 adult committee adviser can be present during the selection process.

The committee shall use open discussion between the members as a means to best ensure that all nominations are properly considered. To facilitate this process, all nomination forms shall identify the name, chapter, address, and age of the individual. The committee shall try to reach all decisions by consensus; although, if necessary, they can make decisions by majority vote of all the youth members present.

The committee shall first consider all eligible youth nominations, then, after the youth candidates have been selected, they shall consider the eligible adults. If multiple forms are submitted for the same person, they shall be attached together and considered as one form. Based on the quality of nominations submitted, the committee may decide to not file the maximum possible number of petitions.

Once the committee has made all the selections, the committee adviser shall be responsible to ensure the national Vigil Honor Petitions are properly completed, signed, and submitted to the national OA office.

6. Nomination Form Contents

The nomination form shall include a short explanation of the Vigil Honor, the expected character of nominees, and eligibility requirements. The form shall also note that nomination does not imply selection, and that nominees should not be told of their nomination. In addition, the nomination form must include all of the following elements:

- The information needed for completing the national Vigil Honor Petition.
- The individual's current registered Scouting position, and OA chapter.
- Areas for the nominator to describe the individual's distinguished service to the Lodge, the Order of the Arrow, Scouting, or their Scout Camps.
- An area for Chapter Leadership comments
- Contact information for the nominator
- The selection year the form is valid, the deadline date for submission, and the address for submission

7. Dates and Deadlines

To provide appropriate time for proper completion of the nomination forms and careful consideration of worthy candidates, the following schedule shall be used:

- **Fall Fellowship (November)**
A list of all lodge members currently eligible for possible nomination to the Vigil Honor shall be made available at the Fall Fellowship, and posted on the lodge website. Current Nomination Forms shall be made available at the Fall Fellowship and on the lodge website. A short seminar session on the process and forms shall be offered to all interested Arrowmen at the Fall Fellowship.
- **December Lodge Executive Committee Meeting**
The Lodge Executive Vice Chief shall present an overview on the Vigil Nomination process to the members of the LEC, noting the purpose, role of the chapters, necessary forms, deadline dates, and so on.
- **January LEC**
The Lodge Chief shall present the proposed members of the Lodge Vigil Selection Committee to the LEC for their approval.
- **January / February**
The Lodge Vigil Selection Committee shall hold an orientation meeting with their Adviser. All Nomination forms must be received at one of the Scout Service Centers no later than January 31.
- **February / March**
The Lodge Vigil Selection Committee meets as needed. All selections must be completed by March 15th.

Approved by LEC on 4/19/2007

Revised by LEC on 10/15/2009