

As an Order of the Arrow member, your first responsibility is to your charter organization unit. As an Elected Lodge Officer, you have a greater responsibility to the Lodge, meaning you should only be an OA Troop Representative, Troop Guide or Instructor, and a Assistant Scoutmaster/ Junior Assistant Scoutmaster in your unit if a leadership role is required in your charter organization unit.

I. Names and Affiliation of the Lodge

- i. The name of this Lodge, of the Order of the Arrow, shall be Kishahtek Lodge number 88.
- ii. This Lodge shall be affiliated with the Southern Shores Field Service Council, Boy Scouts of America, number 783, and shall be under the administrative authority of the Field Service Council Scout Executive.
- iii. The totem of this Lodge shall be a "Wolverine."
- iv. The Lodge shall be administratively subdivided into Chapters.
 - a. The Chapters shall correspond in geographical area to the Community Service Districts of the Council.
 - b. In the event of redistricting, the newly-created Chapters shall choose new Chapter names subject to the approval of the Lodge Executive Committee.
 - c. Each Chapter shall come under the supervision of the relative Community Service District and Field Service Council Staff Advisor to the Order of the Arrow.
- v. Each Chapter of the Lodge has the responsibility to see that all Lodge programs are offered in their highest potential to the members of their Chapter. Each Chapter must follow local Lodge and National policies. Final approval of major Chapter functions, such as Calling-out ceremonies or conclaves, must come from the Lodge Executive Committee at least thirty (30) days prior to said function.

II. Insignia

- i. The official insignia of the Lodge shall be as follows:
 - a. All Order of the Arrow emblems and insignia that are regularly stocked and supplied through the National Supply Service of the Boy Scouts of America.
 - b. A standard Lodge pocket flap emblem.
 - c. Any special emblems or insignia that may be approved by the Lodge Executive Committee.
- ii. The official insignia of the Lodge shall be made available for sale as follows:
 - a. At all regular meetings of the Lodge during the time set aside for this purpose.
 - b. At any other time and place designated by the Lodge Executive Committee.
- iii. The following restrictions shall apply to the sale and use of the official insignia:
 - a. All insignia shall be worn in accordance with the current regulations set forth by the National Council of the Boy Scouts of America.
 - b. The Order of the Arrow sash shall be worn only as follows:
 - 1) When attending Order of the Arrow meetings.
 - 2) When attending Order of the Arrow service projects.
 - 3) When representing the Order of the Arrow in an official capacity at any Scouting or civic event.
 - 4) When deemed proper by the Lodge Chief.
- iv. No Chapter or Committee of this Lodge shall create any insignia of any kind without first receiving

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approval of the Lodge Executive Committee.

- v. The Lodge Executive Committee may place or remove any restrictions on any special emblems or insignia it may issue, but the Lodge Executive Committee may not change the restrictions or the design of any standard insignia.
- vi. All insignia designs and associated graphic artwork of Kishahtek Lodge and the merged Lodges that were predecessor to Kishahtek (Munhackle 88, Wakazoo 203, Mandoka 315, Carcajou 373, Tecumseh 332, Allohak 88, Teetonkah 206, Nacha Mawat 373, Manitous 88) are the exclusive property of Kishahtek Lodge. Any and all use of these insignia designs and associated graphic artwork must be approved by the current Lodge Executive Committee at the time of the requested usage.

III. Officers

- i. The Lodge Officers shall be: Lodge Chief, Vice Chief of Program, Vice Chief of Chapters, Vice Chief of Inductions, Secretary, and Treasurer.
- ii. The Lodge Chief shall preside over all meetings of the Lodge Executive Committee at which he is present. He shall appoint members to the various committees of the Lodge upon recommendation of the overseeing Vice Chief. He shall sign or designate the Secretary to sign all official Lodge documents. He shall serve as the official representative of the Lodge and the youth of the Council and he shall inform the Council Executive Committee of the Lodge's operations from time to time. He shall oversee the planning, and execution, of the Lodge Program Planning Day to assist in the transition between Lodge Executive Committees. He shall assume all other duties and powers as assigned to him in the other sections of these Operating Procedures.
- iii. The Vice Chief of Program shall oversee the general program of the Lodge. He shall coordinate the necessary committees of Events, Registration, Trainings, Awards and Recognition, and the Elected Treasurer, along with managing the programs of the Lodge. He shall act in place of the Lodge Chief in the absence of the latter. He shall assume all duties as directed by the Lodge Chief, including all other powers and responsibilities as assigned to him in other sections of these Operating Procedures.
- iv. The Vice Chief of Chapters shall oversee Allohak, Carcajou, Lenape, Mandoka, Munhackle, Tecumseh, Teetonkah, and Wakazoo chapters. He shall also oversee the Communications chair position. He shall act in the place of the Lodge Chief in the absence of the Vice Chief of Program and the Lodge Chief. He shall assume all duties as directed by the Lodge Chief, including all other powers and responsibilities as assigned to him in other sections of these Operating Procedures.
- v. The Vice Chief of Inductions shall oversee the Ceremonies, Brotherhood, Vigil, Camp Promotions, DeCourcy, Elangomat, Service, and Ordeal Master committee chair positions. He shall act in the place of the Lodge Chief in the absence of the Vice Chief of Chapters, the Vice Chief of Program and the Lodge Chief. He shall assume all duties as directed by the Lodge Chief, including all other powers and responsibilities as assigned to him in other sections of these Operating Procedures.
- vi. The Secretary shall record and publish the minutes of all meetings of the Lodge Executive Committee and the Annual Lodge Meeting. He shall keep correspondence within, and outside of, the Lodge as directed by the Lodge Chief. He shall act in place of the Lodge Chief in the absence of the Vice Chief of Inductions, the Vice Chief of Chapters, the Vice Chief of Program, and the Lodge Chief. He shall assume all duties as directed by the Lodge Chief and all other powers and

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- responsibilities as assigned to him in other sections of these Operating Procedures.
- vii. The Treasurer shall provide financial reports, oversee Lodge trading post activities, and prepare a financial operating budget. He shall act in place of the Lodge Chief in the absence of the Secretary, the Vice Chief of Inductions, the Vice Chief of Chapters, the Vice Chief of Program, and the Lodge Chief. He shall assume all duties as directed by the Lodge Chief and all other powers and responsibilities as assigned to him in other sections of these Operating Procedures.
 - viii. The Chapter Officers for each Chapter of the Lodge shall be: Chapter Chief and Chapter Vice Chief(s), as well as any other position that the Chapter deems necessary. Each Chapter may have one (1) or more Chapter Vice Chiefs according to their individual needs once approved by the Lodge Executive Committee.
 - ix. The qualifications for office are those set forth in the Order of the Arrow Handbook.
 - x. Elections shall be held under the rules stated in the Standard Operating Procedures of Kishahtek Lodge.

IV. Elections

- i. The Lodge Executive Committee shall be empowered to declare the date and time of elections.
- ii. Elections shall take place at the Annual Lodge Meeting at the spring event, and the general membership shall be informed, in writing, of the approaching elections at least thirty (30) days in advance of the voting.
- iii. At least thirty (30) days prior to the date of the election, a nominating committee composed of the Chapter Chiefs shall identify and prepare a slate of qualified candidates for Lodge Officer positions.
 - a. Candidates for Lodge office are encouraged to notify the nominating committee of their intent to run for office at least fourteen (14) days prior to the meeting of the nominating committee. The Lodge Chief may appoint additional members to this committee if necessary.
- iv. Candidates must announce their intent to run for office to the Lodge Adviser before the election.
 - a. Candidates for office, having announced such intent, shall be nominated from the floor at the time of the election.
 - b. All candidates must receive consent from the Lodge Adviser prior to the election.
- v. All nominations must be accepted by the candidate.
- vi. Elections shall take place after the spring event Ordeal ceremony.
- vii. The order of the questions at the Annual Lodge Meeting shall be as follows: Any amendments to, or ratification of, the Lodge Standard Operating Procedures; the office of Lodge Chief; the office of Vice Chief of Program; the office of Vice Chief of Chapters; the office of Vice Chief of Inductions; the office of Secretary; and the office of Treasurer.
- viii. Each candidate for the office of Lodge Chief shall have up to three (3) minutes to speak on his behalf before the vote for that office.
 - a. Each candidate for the remaining offices shall have up to two (2) minutes to speak on his behalf before the vote for that office.
- ix. If a majority is not reached on the first roll call, then each candidate for all offices shall have an additional one (1) minute to speak for each successive vote.
- x. Votes shall be cast by one (1) secret ballot per youth individual in attendance to be counted by an unbiased election committee.
- xi. A simple majority of the votes cast shall be necessary and sufficient for a candidate to be declared a

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- winner for that office.
- xii. The Lodge Chief shall announce the outcome of each vote after each ballot.
 - a. If there are more than two (2) candidates and no majority is reached on the first vote, the candidate receiving the fewest votes shall be dropped and the remaining candidates shall be entered into an additional vote. This process will continue until two (2) candidates are remaining, or a majority is reached, whichever is first.
 - b. In the event of a deadlock between the final two (2) candidates, a second vote shall be taken immediately. If a deadlock persists after the second vote, the Lodge Chief shall cast the deciding vote in favor of the candidate of his choice.
 - xiii. Should the Lodge elections be declared closed and a Lodge office remains vacant, the newly elected Lodge Executive Committee shall immediately convene to nominate individuals for the position(s) in question.
 - a. If the appointed individual cannot or is unwilling to fulfill the commission, then the appointment process is to be repeated until the office is filled.
 - xiv. The various Chapters shall hold elections for their Officers within thirty (30) days of the Annual Lodge Meeting.
 - a. Elections shall take place by secret ballot.
 - b. Each youth member present shall have one (1) vote.
 - c. A simple majority of the votes cast shall be necessary and sufficient for a candidate to be declared a winner.
 - d. In the event of a deadlock, a second vote shall be taken. If no winner is chosen after the second vote, the Lodge Chief shall cast the deciding vote in favor of the candidate of his choice.
 - xv. The terms of all Officers, Lodge and Chapter, shall be for approximately one (1) year, spring Lodge meeting to spring Lodge meeting.
 - xvi. In the event any Officer of the Lodge or a Chapter shall be unable or unwilling to serve in the opinion of the Lodge Executive Committee, the office shall be declared vacant by a two-thirds (2/3) vote of the Lodge Executive Committee.
 - a. In the case of a vacancy in any Lodge or Chapter office, the Lodge Chief shall be empowered to fill such a vacancy with the approval of the Lodge Adviser, until the next scheduled election, or until a special election is held.
 - b. In case the office of Lodge Chief should become vacant, the Vice Chief of Program shall fulfill the remaining part of the Lodge Chief's unexpired term.
 - xvii. Lodge Officers elected at the spring event weekend shall assume office immediately following the completion of the Lodge business meeting.
 - xviii. Lodge Program Planning Day shall take place within one (1) calendar month of the spring business meeting, and shall include all members of the Lodge Executive Committee.
 - a. A job description of each position shall be provided, and shall be part of the workshop.

V. Lodge Executive Committee

- i. The Lodge Executive Committee shall be composed of voting and nonvoting members.
- ii. The voting members shall be the elected Lodge Officers, the immediate past Lodge Chief (if under 21 years of age), the Chapter Chiefs, and the Committee Chairmen. In the absence of the Chapter

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- Chief, the next Chapter Officer in succession may vote.
- iii. The nonvoting members shall be the Scout Executive; the Staff Adviser; the Lodge Adviser; the Advisers to all the Lodge Operating Committees; the immediate past Lodge Chief (if 21 years of age or older) the Chapter Advisers, any other elected or appointed Chapter Officer(s); and all others designated by the Lodge Executive Committee.
 - iv. No vote of the Lodge Executive Committee shall occur unless five (5) voting members are present, one (1) being an elected Lodge officer. Other voting members may be present. Each Chapter shall have one (1) vote and every other voting member shall have one (1) vote. Any abstained votes must have a reason provided for why the vote was abstained.
 - v. All matters shall be decided by a majority of the votes cast.
 - vi. The Lodge Chief shall be the presiding Officer at all Lodge Executive Committee meetings.
 - vii. Meetings of the Lodge Executive Committee shall be open to active members of the Lodge.
 - viii. The Lodge Executive Committee shall hold at least four (4) regular meetings a year.
 - a. A meeting of the Lodge Executive Committee shall be considered a regular meeting if notification of the meeting stating the time and place is provided to all members of the Lodge Executive Committee at least thirty (30) days and not more than one (1) year prior to the meeting.
 - ix. Special meetings of the Lodge Executive Committee may be called at any time by the Lodge Chief in cooperation with the Lodge Adviser or the Staff Adviser or by the Scout Executive.
 - x. The members of the Lodge Executive Committee shall be provided with a copy of the Standard Operating Procedures during Lodge Program Planning.
 - a. The members of the Lodge Executive Committee shall abide by and function according to the Standard Operating Procedures.
 - xi. The Treasurer shall present a financial statement at each meeting of the Lodge Executive Committee and on the request of the Lodge Chief or the Lodge Adviser.
 - xii. The Secretary shall present the minutes of the immediate past meeting ten (10) days prior to the next scheduled Lodge Executive Committee meeting.
 - a. He shall present a yearly report at the Annual Lodge Meeting at the spring event.
 - xiii. If any elected Officer is found to not be fulfilling their obligation to the Lodge, a vote of no confidence may occur where an elected Officer can give a motion, which must be seconded by another elected official.
 - a. The motion shall remain on the table for a period of at least thirty (30) days.
 - b. After the thirty (30) day period the motion can be voted on.
 - c. For the motion to pass, a two-thirds (2/3) majority of elected Lodge Officers must be reached.
 - xiv. Voting Lodge Executive Committee members may have one (1) unexcused absence from any Lodge function. Any more than one (1) is grounds for removal from their position.
 - a. The Lodge Chief may grant excused absences of voting Lodge Executive Committee members up until two (2) weeks prior to the event.
 - b. The Lodge Executive Committee may grant excused absences of the Lodge Chief by simple majority up until two (2) weeks prior to the event.
 - c. Any unexcused absences may be reviewed by the Lodge Key Three.
 - d. The Lodge Key Three shall have the authority to waive any absences at their discretion.
 - xv. The Lodge Executive Committee must formally approve all items of expenditure, income and policy.

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VI. Lodge Meetings

- i. Regular and special meetings of the Lodge may be called at the pleasure of the Lodge Chief with the approval of the Lodge Adviser, Scout Executive or the Staff Adviser.
 - a. A meeting of the Lodge shall be considered a regular meeting if notification of the meeting stating the time and the place is provided to all active Lodge members at least thirty (30) days but not more than one (1) year prior to the meeting.
- ii. The Lodge Chief shall be the presiding officer at all Lodge meetings.
- iii. Each meeting of the Lodge shall be opened with the Obligation of the Order of the Arrow and closed with the Order of the Arrow Song.
- iv. Voting at all Lodge business meetings shall be by youth members in attendance, with each member having one (1) vote.
 - a. All matters except amendments to the Standard Operating Procedures shall be decided by a majority of the votes cast.
 - b. Amendments to the Standard Operating Procedures shall require a two-thirds (2/3) majority of the votes cast.
- v. Quorum shall consist of all youth members present at a meeting announced at least thirty (30) days in advance.
- vi. The structure and agenda for meetings of the Lodge shall be determined by the Lodge Chief in consultation with the Lodge Adviser and the Staff Adviser.
- vii. The meeting's agenda and past meeting's minutes must be approved at the start of the meeting.
- viii. All meetings shall be governed by Robert's Rule of Order.

VII. Lodge Operating Committees

- i. The Lodge Chief shall, with the approval of the Lodge Adviser and the Staff Adviser, be empowered to create those Lodge Operating Committees to advise the Lodge Executive Committee on matters of special importance and to make effective the program of the Order of the Arrow.
- ii. The Lodge Operating Committees shall be composed of a Committee Chairman, the chairmen of the corresponding Chapter Committees, if such committees exist, and any other members appointed by the Lodge Chief, provided that each Chapter shall have an opportunity for equal representation.
- iii. The Chairmen of the Lodge Operating Committees shall be appointed by the Lodge Chief with the approval of the Lodge Adviser and the Staff Adviser within thirty (30) days of the beginning of the Lodge Chief's term. The Chairmen shall continue to serve at the pleasure of the Lodge Officers.

VIII. Chapter Operating Committees

- i. The Chapter Chiefs, in cooperation with their Chapter Advisers, shall be empowered to create within their Chapters those Chapter Operating Committees necessary to make effective the program of the Lodge in the Chapter and to give the Chapter representation in the Lodge.
- ii. The Chairman of the Chapter Operating Committee shall be appointed by the Chapter Chief and continue to serve at the pleasure of the Chapter Chief.
- iii. Each Chapter shall provide service to the community.
- iv. Each Chapter Chief is required to attend the Lodge Executive Committee meetings. If the Chapter Chief is unable to attend the meeting he shall appoint one (1) member in order of succession from his Chapter to place the vote for the Chapter.

IX. Finances

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- i. Each active member (Boy Scouts of America and Order of the Arrow registered) shall be assessed annual dues, which shall become payable on or before December 31st of the year before they are applied. A member whose dues are not paid by December 31st shall be classified as inactive.
 - a. Lodge members that are in the United States Armed Forces shall be exempt from the payment of dues during their term of active duty, provided they retain their registration in the Boy Scouts of America.
- ii. New members shall receive the dues for the current year in which they complete their Ordeal, and shall be granted dues for the following year, as part of the Ordeal weekend package.
- iii. The Lodge Executive Committee shall be empowered to set the amount of the annual dues payment by an affirmative vote of two-thirds (2/3) of the committee at any regular meeting.
- iv. Inactive members may be restored to active status by paying a reinstatement fee equal to the amount of past dues owed up to a maximum of two (2) years dues in addition to the dues for the current year in which they wish to regain active status. Members must pay their dues if they wish to be registered for the current year.
- v. The payment of dues shall be monitored and enforced by the Treasurer.
- vi. The Treasurer shall prepare a financial operating budget for consideration by the Lodge Executive Committee by the October Lodge Executive Committee meeting. The fiscal year shall begin on November 1st of each year.

X. Participation

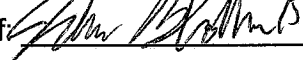
- i. The policies and procedures of the Boy Scouts of America and the Order of the Arrow pertaining to all matters, including participation, shall be followed and enforced.

XI. Induction and New Members

- i. All policies and procedures of the National Order of the Arrow Committee, including those pertaining to nomination, election and induction shall be followed and enforced.
- ii. In accordance with the policy of the National Order of the Arrow Committee, a candidate shall remain eligible to complete the Ordeal for a period of one (1) year after his/her election/selection. After this period, the candidate's name shall be dropped from the names of the eligible candidates. The Key Three of the Lodge may extend this one (1) year period if a candidate is ill or if other unusual circumstances warrant such action, after examining and considering appropriate documentation of such circumstances.
- iii. The Lodge recognizes that the Order and its principles can only be perpetuated through the induction of new members. Thus, Ordeal candidates shall be neither hazed nor harassed as they go about their tasks.
 - a. Any member observed hazing or harassing any candidate shall be reported to the Ordeal Master, who shall, with a duly appointed Lodge Adviser, warn the offending party of his or her violation.
 - b. If the behavior is observed a second time, the Lodge Adviser shall order the offending individual to leave the vicinity of the candidates, or if conditions so warrant, to leave the premises of the event entirely.
 - 1) If the offending party refuses, the Lodge Adviser shall contact the proper authorities for his or her removal.

XII. Brotherhood Membership

- i. Completion of the Brotherhood Membership shall be in accordance with current National Policy.

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XIII. Vigil Honor

- i. Completion or attainment of the Vigil Honor shall be in accordance with current National Policy.
- ii. The Vigil Voting Committee shall be formed and created by the Vigil Chair, and shall be comprised of all youth members who are Vigil Honor members and are able to attend the election date set by the chair, having made the date known at least one (1) month in advance, with the approval of the Lodge Chief. Along with the youth, the committee shall have the Lodge Adviser along with the Vigil Adviser.

Lodge Chief:

John Bloch

Date:

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Lodge Adviser:

[Signature]

Date:

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XIV. Lodge Honor Award

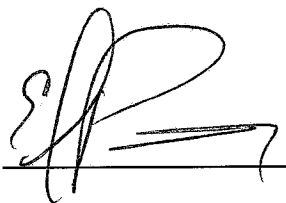
- i. Purpose: To recognize Arrowmen who have made outstanding contributions above and beyond the call of duty; Arrowmen who exemplify the Obligation of our Order and live it and the Scout Oath and Law in their daily lives; Arrowmen who have uncompromisingly shown unselfish service and devotion to the Order, Scouting, and the promotion of Scout camping in the Field Service Council.
 - a. The Lodge Honor Award replaces the Arrowman of the Year Award and the William Fought Award, which have been discontinued.
- ii. Requirements:
 - a. Be an active, registered Brotherhood or Vigil Honor member.
 - b. Have performed an outstanding service worthy of special recognition.
 - c. Have participated in and actively promoted Scout camping in the Field Service Council.
 - d. In support of the Scouting program whence our basis for existence comes, the nominee must be currently active in some Scouting capacity outside of the Lodge.
 - e. Past recipients of the Lodge Honor Award, the Arrowman of the Year Award, or the William Fought Award are not eligible for consideration.
- iii. Procedures:
 - a. Any three (3) registered Scouts or Scouters may make a nomination. Any Arrowman who meets the requirements may be nominated.
 - b. Only the voting members of the Lodge Executive Committee shall consider nominations.
 - c. A copy of the nomination form and any accompanying material shall be presented to each voting member. Nominations from the floor are not permitted.
 - d. The nominations and accompanying material shall then be read verbatim by the Lodge Chief or his designee.
 - 1) Immediately following the reading of each nomination form, the reader shall ask voting members as to any knowledge of inaccuracies in any of the presented material.
 - 2) Should any part of the presented materials be found to be blatantly false by the Lodge Executive Committee, a vote may be taken to remove the nomination from consideration.
 - e. After this procedure has been completed for all nominations, there shall be a two (2) minute consultation period wherein voting members may question their personal adviser or other qualified persons designated by the Lodge Chief. Five (5) minutes of discussion may then take place.
 - f. All nominations shall then be considered simultaneously by secret ballot.
 - g. A nomination must receive at least seventy-five percent (75%) of the votes of the members present. A voting member may list on a ballot any or all of the names he feels are fully qualified and very deserving of the honor and recognition. He need not feel compelled to vote for any of the nominees, and if he submits a blank ballot, said ballot shall be included in the calculation of the number of votes cast.
 - h. The ballots shall then be counted by the Lodge Chief or his designees. At least two (2) members should count the ballots.

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- i. The results shall be kept secret until the Winter Banquet. The Lodge Chief or his designee shall be responsible for arranging to have the awards presented at the Winter Banquet.
 - 1) Should presentation at that time be impossible, the Award should be presented at the next earliest Lodge function.
- j. The Lodge Adviser should retain one (1) copy of each approved nomination to be kept on file in the Council Service Center and all remaining copies distributed prior to the voting are destroyed, as well as the used ballots.

XV. Archie Adams Dedication to Service Award

- i. Purpose: To recognize Arrowmen who exemplify the spirit of Archie Adams through extraordinary cheerful service, enhancement of program quality, and exceptional dedication to the youth of Kishahtek Lodge and the Southern Shores Field Service Council over an extended length of time.
- ii. Requirements
 - a. Be an active, registered Brotherhood or Vigil Honor member of Kishahtek Lodge.
 - 1) The award cannot be given posthumously.
 - b. Be active in a Scouting capacity outside of the Lodge in the unit, district or council.
- iii. Procedures
 - a. Any three (3) registered Scouts or Scouters may make a recommendation. Any Arrowman who meets the requirements may be recommended.
 - b. Only the voting members of the Lodge Executive Committee shall consider recommendations.
 - c. A copy of the recommendation form and any accompanying material shall be presented to each voting member.
 - 1) Nominations from the floor are not permitted.
 - d. The Lodge Chief or his designee shall read the biography of Archie Adams on the recommendation form verbatim to the voting members. The Lodge Chief or his designee shall then read the recommendation forms and accompanying material verbatim.
 - e. Immediately following the reading of each recommendation form, the reader shall ask voting members as to any knowledge of inaccuracies in any of the presented material.
 - 1) Should any part of the presented materials be found to be blatantly false by the Lodge Executive Committee, a vote may be taken to remove the nomination from consideration.
 - f. After this procedure has been completed for all recommendations, up to five (5) minutes of discussion may then take place for each recommendation.
 - g. All recommendations shall then be considered by secret ballot.
 - h. A recommendation must receive at least ninety percent (90%) of the votes cast to receive the award.
 - i. The Lodge Chief or his designees shall then count the ballots. At least two (2) members should count the ballots. The results shall be kept secret until the Winter Banquet.
 - j. The Lodge Chief or his designee is responsible for arranging to have the award(s) presented at the Winter Banquet.
 - 1) Should presentation at that time be impossible, the Award should be presented at the next earliest Lodge function.
 - k. The Lodge Adviser should retain one (1) copy of each approved nomination to be kept on file

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in the Council Service Center and all remaining copies distributed prior to the voting are destroyed, as well as the used ballots.


XVI. Overnight Order of the Arrow sponsored events

- i. For any event that Kishahtek Lodge requires any Camp Master or Medic, the Lodge is responsible for providing their own qualified staff to fulfill these positions to manage the Lodge for the event.

XVII. Amendments and Ratification

- i. These Standard Operating Procedures shall be subject to ratification at any regular or special meeting of this Lodge, provided that a copy of this document has been made available to the active membership of the Lodge at least ten (10) days prior to the meeting. A vote of two-thirds (2/3) of the youth members present shall be necessary and sufficient for ratification of the Standard Operating Procedures.
- ii. These Standard Operating Procedures shall be subject to amendment at any regular or special general membership meeting of this Lodge, provided such an amendment has been approved by the Lodge Executive Committee at least twenty (20) days prior to such a general membership meeting, and that due notice has been given to all active members at least ten (10) days prior to the meeting where the amendment is voted upon. A vote of two-thirds (2/3) of the youth members present shall be required for approval of all amendments to these Standard Operating Procedures.
- iii. The Standard Operating Procedures shall be subject to review every four (4) years from the time of the last revision. At this time, the Lodge Chief shall appoint an ad-hoc chairman to call together a committee. This committee shall review these Standard Operating Procedures to check their validity with current policy and practice. This review is for the purposes of keeping the document current and to familiarize new generations of Lodge Executive Committee members with the document, thus sustaining practice in accordance to the standing policy. Any changes must be put forth for a vote of the general membership within one (1) year of convening of this committee, otherwise the proposed amendments shall be discarded. At that point, a new committee must be formed to make any changes.

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