

Motion and Resolution

(re: Lodge Founder's Award Committee and Committee Manual)

WHEREAS, the Founder's Award of the Order of the Arrow recognizes Arrowmen who have given outstanding service to their lodge.

WHEREAS, Founder's Award is reserved for an Arrowman who demonstrates that he or she personifies the spirit of selfless service, as advocated by founder E. Uner Goodman and cofounder Carroll A. Edson.

WHEREAS, the Lodge Chief, with approval from the Lodge Executive Board, may establish committees, from time to time, to accomplish Passaconaway Lodge's goals;

WHEREAS the Arrowmen of Passaconaway Lodge who have been the stewards of the Founder's Award wish to establish procedures consistent with the high standards of the award in order to assure it is awarded only to worthy Arrowmen.

NOW THEREFORE, be it resolved:

1. Passaconaway Lodge establishes a Lodge Founder's Award Committee; and
2. Passaconaway Lodge adopts *The Founder's Award Committee Manual* attached as Exhibit A for use by the Lodge Founder's Award Committee.

Vote of Lodge Executive Board

Moved:

Chapter

Seconded:

Chapter

Vote: Passed/Failed (Circle One)

Attested to:

Reese Merry,
Passaconaway Lodge Secretary
September ____, 2017

Exhibit A



PASSACONAWAY LODGE
ORDER OF THE ARROW

The Founder's Award Committee Manual



Introduction

The Founder’s Award was created to honor and recognize those Arrowmen who have given outstanding service to the lodge. The award is reserved for those Arrowmen who memorialize in their everyday life the spirit of achievement as described by founder E. Urner Goodman. The award is a handsome bronze medallion bearing the likenesses of E. Urner Goodman and Carroll A. Edson, with wooden base and brass plate suitable for engraving. The award is suitable for display at home or the office. Also available is the Founder’s Award arrow ribbon, similar to the universal arrow ribbon, except that it has a gold-colored arrow suspended from a red ribbon. Lodges may petition the national Order of the Arrow committee to present up to four awards annually, based on lodge membership. If the lodge presents more than one award, one must be to a youth under the age of 21. This Manual outlines the process for selecting award recipients.

Rulemaking

No such rule, policy of procedure of Passaconaway Lodge (“Lodge”) including but not limited to, the Founder’s Award Committee (the “Committee”) shall conflict or deviate from the national policies of the Boy Scouts of America, or the national policies of the Order of the Arrow, or the policies of the Daniel Webster Council.

Number of Awards

As of the date of adoption of this Manual, the Lodge can present a limited number of this award each calendar year which is based on total lodge membership, as reported on the most recent lodge charter renewal application:

<u>Membership</u>	<u>Max. No. of Awards</u>
up to 1000	2
100 –1500.....	3
1501 or more	4

Choosing Recipients

The Committee has adopted the following procedure for choosing Founder's Award recipients ("Recipients"). There are 7 steps in the process for selecting award recipients:

- 1) A chairman, associate chairman, adviser and Associate Adviser for the Committee (respectively, "Chairman," "Associate Chairman," "Adviser" and "Associate Adviser") are appointed consistent with the Lodge's Rules and Regulations. These positions should be filled no later than the Fall Fellowship Weekend. Presumptively, the Associate Chairman and Associate Adviser will lead the committee the following year. The Committee recommends that these appointees be recipients of the Founder's Award themselves so they would not have to recuse themselves should they be nominated. Alternatively, consider appointing Arrowmen who have not had enough time to build a record of service worthy of the Founder's Award, such as a new Ordeal member.
- 2) The Committee leadership reviews this Manual, and the Chairman creates a nomination form. Any changes to these documents should be submitted to the Lodge Executive board for approval well ahead of January 1st when nominations will be accepted. See the "Amendments" clause for details on how to amend the Manual.
- 3) The Chairman receives nominations for this award from members of the

Lodge starting January 1st and ending January 31st of the same year. Per the "Implementation" clause, and with the advice and consent of the Lodge Chief and Lay Adviser, the Chairman reserves the right to modify these dates as appropriate, but nominations must be accepted for at least one month. See Appendix A for the form model.

- 4) After nominations have closed, the Chairman appoints youth members-- one from each Chapter-- to serve on the Committee. No one who has been nominated may serve on the committee. If the Chairman, Associate Chairman, Chairman or Associate Chairman is nominated, then they are recused from further participation in that award cycle and a replacement will be named consistent with the Lodge's Rules and Regulations.
- 5) This committee meets on the same day as Vigil Honor Committee meets in the spring for its nominations. Per the "Implementation" clause, and with the advice and consent of the Lodge Chief and Lay Adviser, the Chairman reserves the right to modify meeting dates when appropriate.
- 6) The recipients' families should be notified by Lodge leadership, and the award should be bestowed at a public ceremony. Be it recommended that the award recipients are informally announced first, and then a formal presentation ceremony follows at a later date.

- 7) At the end of each year's award cycle, the Committee reviews the award process for this year to determine the strengths and weaknesses of it as well as to identify any potential changes. Official changes to Manual must be in accordance with the "Amendments" clause.

Award Candidates

It should be stressed to members of the Lodge that award nominees should truly go far above and beyond in their endeavors as compared to those of the typical members. In addition, remind Lodge members that even though their nominees may be worthy of praise and recognition, the Founder's Award may not be the appropriate award to give. The Founder's Award is designed to recognize service to the Lodge and only to the Lodge. Any service done at the Chapter level is considered Lodge service.

Nominees should:

- 1) be in good standing with the Lodge—including having paid their dues at the time their nomination is considered and
- 2) be judged on either a youth or adult standard. Adult members nominated for the award should only be judged for what service they have rendered as an adult. The committee should consider the difference in skills and abilities that is likely to exist between youths and adults.

Anonymous nominations are strongly discouraged. After a nomination is

submitted, a nominator should only be contacted if the nomination is unclear or too short clarification is required. Only the Chairman and Committee Adviser are permitted to see the nominators' names.

Voting Process

Once the nominating period ends, the committee meets to review the nominations and vote on the final recipients.

The Chairman will preside over the committee and does not vote, unless a tie-breaking vote must be cast. The Associate Chairman, Adviser and Associate Adviser do not vote; their main duty is to observe the meeting and ensure that the process is followed correctly.

The nominations should be given to the committee members for review. At this point, the Chairman should then lead the committee through the following steps

- a) Based on the current national rules and regulations for the selection and awarding of Founders Awards, determine the number of awards that Passaconaway Lodge may present. For the purposes of illustrating how the process works in this Manual, the number is two (2) awards for youth and one award for an adult.
- b) Discuss each youth nominee individually. Every committee member is encouraged to add to the discussion (it is especially helpful if they know the nominees and can speak about them, or ask questions about them).

c) The Committee should decide which two (2) youth nominees stand out from the rest. Voting to narrow the field down to two should be done via a secret ballot. A secret ballot is one in which names of the nominated candidates appear, is distributed only at the nominating meeting and is marked in secret by only the youth representative from each chapter ("Secret Ballot").

d) Discuss each adult nominee individually. It may be helpful for the Adviser to add to this discussion as he/she is more likely to be familiar with these Arrowmen.

e) The committee should decide on one (1) adult nominee that stands out from the others. Voting to narrow the field down to one should be done via Secret Ballot.

f) A run off vote is taken using secret ballots to determine who will receive the founder's award from the remaining three Arrowmen (top two youth and top adult).

a. Chapter representatives can vote for up to two of the remaining three Arrowmen.

b. Chapter representatives need not cast all their votes if they feel only one Arrowman is worthy. Chapter representatives need not vote at all if they feel no one is worthy.

c. The top two vote recipients will be the Lodge's Nominations for the Founder's award as long as

they received at least half the number of votes as Chapter Representatives present at the meeting. For example if there are 8 Chapter representatives at the meeting an Arrowman needs to have at least 4 votes to receive the nomination. If there is an odd number of Chapter representatives round up.

g) The final award recipients have now been chosen. Before the committee adjourns, remind the members that the results must not be shared with anyone. The Chairman fills out the "Founder's Award Petition" and follows the instructions on the form; that form must be received by the National Order of the Arrow Committee at least 30 days before the award is presented.

Whistleblowing

Anyone who suspects the award process to have been compromised or tampered with and wishes to initiate a complaint, must contact the Lodge Adviser and/or Lodge Staff Adviser (or the Supreme Chief of the fire if either the Lodge Adviser and/or Lodge is implicated in the alleged violations of the process).

Implementation

This Manual will be made available to the general members of the Lodge. It is approved consistent with the Lodge's Rules and Regulations.

The Founder's Award Committee Chairman and Adviser are responsible for ensuring that the guidelines of this Manual are followed and that the Founder's Award(s) are presented in the most fair and impartial way.

The Chairman and Adviser are afforded a degree of flexibility to implement the process outlined in this Manual.

Amendments

1. At the end of each award cycle, or other such time as the Chairman or committee Adviser deems appropriate, Chairman will ask for any suggested changes to the proposed amendments to this Manual. Exercising discretion, the Chairman and with the advice and counsel of the committee Adviser, will draft and submit any amendments to this Manual to the Lodge Executive Board for review and approval.
2. The Lodge Executive Board will vote on any such amendments consistent with the Rules and Regulations of this Lodge.

History

The effective date of this Manual is September _____, 2017

Appendix A¹

¹ A template for the nomination form used to accept nominations for Founder's Award candidates from general Lodge members to be posted on the Lodge's website.

Passaconaway Lodge Founder's Award

* DIRECTIONS: *

Make sure the person you are nominating has never received the award before. Visit the Lodge website and look at the list of past recipients before continuing: <https://www.Lodge220.org> > Resources tab > Awards > Click the link

1) Fill in the name, Chapter, membership level and current Lodge leadership positions of the person you are nominating.

2) Give specific examples of how your nominee has given outstanding selfless service to the Lodge. 1) Please include as many details as you can. 2) Only include contributions at the Chapter and Lodge levels—we will not consider anything the nominee has done for his/her Troop/District/Section/Council/etc. Note, even though your nominee may be strongly worthy of an award, please ask yourself if the Founder's Award is the most appropriate one. 3) You do not have to be the sole advocate for your nominee. Please consider asking other people that know the nominee for more detailed information. Also feel free to ask others to submit their own nomination for your nominee.

3) Please give us your name and the best way to contact you. Anonymous submissions will not be considered. We will only contact you if there is something we need to clarify. Your name will not be shared with the Founder's Award Committee—only Award Chairmen and Advisers will see who submitted which nomination and will not share this information.

4) You will then be asked if you would like to submit another nomination. Feel free to nominate as many Arrowmen as you think are worthy.

Description of the Founder's Award:

"Introduced at the 1981 National Order of the Arrow Conference, the Founder's Award recognizes Arrowmen who have given outstanding service to their lodge. The award is reserved for an Arrowman who demonstrates that he or she personifies the spirit of selfless service, as advocated by founder E. Umer Goodman and cofounder Carroll A. Edson.

Lodges may petition the national Order of the Arrow committee to present between two and four awards annually, depending on the number of members in the lodge. If the lodge presents more than one award, at least one must be awarded to a youth under the age of 21."

* Required

Nomination

1. Nominee's Name *

2. Nominee's Chapter *

Mark only one oval.

- Abnaki
- Arrowhead
- Historic
- Massabesic
- Mt Monadnock
- Nutfield
- Sunapee
- Wannlancit
- Unknown

3. Nominee's Membership Level *

Mark only one oval.

- Ordeal
- Brotherhood
- Vigil Honor
- Unknown

4. Youth (20 years old or less) or adult (21 years old and up) nominee? *

Mark only one oval.

- Youth
- Adult
- Unknown

5. What Lodge/Chapter Office(s) does the nominee currently hold, if any?

6. Give as many specific examples as you can of how your nominee has given outstanding selfless service to Passaconaway Lodge. *

7. Anything else you think would be helpful to know about the nominee?

Your Information

Anonymous submissions will not be accepted.

1) Only Award Chairmen and Advisers will see who submitted which nomination. We will hold your information and not release it to anyone. The rest of the Founder's Award committee will not see your name.

2) We need your information in case we need to ask you a question regarding the nominee.

8. Your Name *

9. Your E-Mail or Phone Number *

Powered by



Appendix B²

² A “back dater” that the Chairman can use to ensure that all steps of the award process are completed at the appropriate times.

Back-Dater

1. **Lodge Banquet:** Formal Award(s) Presented.
2. **Before Lodge Banquet:** Informal Presentation at major Lodge event.
3. **Before Spring Lodge Executive Board Meeting:** the committee reviews the award process and determines what changes should be made for next year if any.
4. **Weeks Later:** the Founder's Award Petition has been approved by National and award materials were received at the council office.
5. **Immediately After This Meeting:** the "Founder's Award Petition" must be filled out by the Chairman and is sent to National.
6. **Spring Vigil Honor/Founder's Committee Meeting:** select the award recipients.
7. **One month before Founder's Committee Meeting:** create ballots for selecting recipients. See Appendix C. The Chairman appoints one youth from each Chapter to serve on the committee.
8. **January 31st:** discontinue accepting nominations for the Founder's Award.
9. **January 1st:** notify Lodge members that the Chairman is accepting nominations for the Founder's Award.
10. **November Lodge Executive Board Meeting:** the Chairman presents his plans for the award process. Any final changes to this Manual should be voted on.
11. **15 Days before November Executive board:** the Chairman is finished designing a nomination form that Lodge members can use to nominate fellow Brothers for the Founder's Award. If changes are needed Start Amendment Process.
12. **Third weekend in October (Lodge Conference):** at this point, the committee leaders have reviewed this Manual and determined what changes, if any, need to be made.
13. **Fall Business Meeting Weekend:** the Lodge Chief has appointed a new Chairman and Associate Chairman; the Lodge Adviser has appointed an Adviser and Associate Adviser.

Appendix C³

³ Sample Ballots for use at the meeting of the Committee at the spring weekend. Copy and paste into Google sheets or Microsoft Excel to change the names and perfect spacing/formatting.

Sample Ballot

Adult	Youth		Adult	Youth
[Adult Name 1]	[Youth Name 1]		[Adult Name 1]	[Youth Name 1]
[Adult Name 2]	[Youth Name 2]		[Adult Name 2]	[Youth Name 2]
[Adult Name 3]	[Youth Name 3]		[Adult Name 3]	[Youth Name 3]
[Adult Name 4]	[Youth Name 4]		[Adult Name 4]	[Youth Name 4]
Adult	Youth		Adult	Youth
[Adult Name 1]	[Youth Name 1]		[Adult Name 1]	[Youth Name 1]
[Adult Name 2]	[Youth Name 2]		[Adult Name 2]	[Youth Name 2]
[Adult Name 3]	[Youth Name 3]		[Adult Name 3]	[Youth Name 3]
[Adult Name 4]	[Youth Name 4]		[Adult Name 4]	[Youth Name 4]
Adult	Youth		Adult	Youth
[Adult Name 1]	[Youth Name 1]		[Adult Name 1]	[Youth Name 1]
[Adult Name 2]	[Youth Name 2]		[Adult Name 2]	[Youth Name 2]
[Adult Name 3]	[Youth Name 3]		[Adult Name 3]	[Youth Name 3]
[Adult Name 4]	[Youth Name 4]		[Adult Name 4]	[Youth Name 4]
Adult	Youth		Adult	Youth
[Adult Name 1]	[Youth Name 1]		[Adult Name 1]	[Youth Name 1]
[Adult Name 2]	[Youth Name 2]		[Adult Name 2]	[Youth Name 2]
[Adult Name 3]	[Youth Name 3]		[Adult Name 3]	[Youth Name 3]
[Adult Name 4]	[Youth Name 4]		[Adult Name 4]	[Youth Name 4]
Adult	Youth		Adult	Youth
[Adult Name 1]	[Youth Name 1]		[Adult Name 1]	[Youth Name 1]
[Adult Name 2]	[Youth Name 2]		[Adult Name 2]	[Youth Name 2]
[Adult Name 3]	[Youth Name 3]		[Adult Name 3]	[Youth Name 3]
[Adult Name 4]	[Youth Name 4]		[Adult Name 4]	[Youth Name 4]