



Lodge Standing Rules

Revised & Updated May 10, 2025

These Kunamokst Lodge Rules were approved by a vote of the membership of Kunamokst Lodge on September 6, 2025.

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Article I: Mission, Purpose, Name, Affiliation, and Symbols of the Lodge

1. The mission of this lodge is to fulfill the vision, mission and purpose of the Order of the Arrow in the council, districts, and units.
2. The lodge shall be known as Kunamokst Lodge, Pacific Crest Council No. 697, Scouting America, and shall be under the supervision and the administrative authority of the council Scout executive.
3. The lodge shall have the Elk as its totem.
 - 3.1. The lodge may use any associated logos representative of the totem and recognized as symbols of the lodge.
 - 3.2. A brand guide will be maintained as a separate document and will provide proper procedure for use of any lodge logos and other lodge branding.
 - 3.3. Changes to the *Kunamokst Lodge Brand Guide* shall be decided by a majority vote of the lodge executive committee.
 - 3.4. Any use of the lodge logos not outlined in the style guide must be approved by the lodge executive committee.

Article II: Membership

1. The requirements for membership in this lodge are as stated in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*.
2. The procedure for the Ordeal shall be as stated in the current printing of the *Order of the Arrow Handbook* and the *Inductions Handbook*.
3. Active Membership
 - 3.1. An active member, or a member in good standing, is one who has paid dues for the current calendar year.
 - 3.2. Only Scouts and Scouters currently registered in the Pacific Crest Council and who have been officially inducted into the Order of the Arrow are eligible to pay dues and be members of the lodge.

- 3.3. Failure to pay dues or maintain active registration in the Pacific Crest Council will result in the member being marked as inactive.
- 3.4. An inactive member may become active again by meeting the requirements for active membership above.

Article III: Officers and Elections

1. The officers of this lodge shall be the lodge chief, lodge program vice chief, lodge service vice chief, lodge finance vice chief, lodge ceremonies vice chief, lodge communications vice chief and lodge administrative vice chief.
2. Lodge officers shall be elected at the lodge fall fellowship.
3. The term of office for all lodge officers shall be from the end of Lodge Fall Fellowship of the current year through the end of Lodge Fall Fellowship of the following year.
4. Eligibility
 - 4.1. Lodge officers shall remain under 21 years of age for the entire term of office.
 - 4.2. Any active member of the lodge seeking to run for office must declare their intention to run by speaking with the lodge adviser prior to their nomination.
5. Election Procedure
 - 5.1. The lodge chief shall preside at the election unless running for re-election. In that case, a youth appointed by the lodge chief and approved by the lodge adviser shall preside.
 - 5.2. Voting for lodge officers shall proceed in the following order: Lodge chief, lodge program vice chief, lodge service vice chief, lodge finance vice chief, lodge ceremonies vice chief, lodge communications vice chief, and lodge administrative vice chief.
 - 5.3. Only youth members physically or virtually present may vote, as defined in Article XVII. No proxy votes will be allowed for any officer elections.
 - 5.4. Candidates for office must be present for all elections unless absence is approved by the lodge adviser prior to the election. The ability to submit video or call into the election shall be considered for being present.

- 5.5. Voting shall be done by private ballot except if there is only one candidate running for the office, in which case, a vote by a show of hands may be taken.
- 5.6. A nominee must receive a majority (50% + 1) of the votes cast on a given ballot to be elected. If a majority is not achieved, the nominee(s) receiving the least number of votes is (are) dropped and another ballot is taken. This procedure continues until one nominee achieves a majority and is declared elected, or until two ballots in succession result in tie votes, at which point candidates will answer questions from the group and then another round of voting will commence. If a tie results again the voting is declared deadlocked.
- 5.7. When voting is declared deadlocked, the presiding officer will announce to the members that one more ballot will be taken to break the tie and, if another tie results, the presiding officer shall cast a vote for the nominee of his/her choice to achieve a majority and declare the nominee elected.
- 5.8. Following the election of the lodge chief, the remaining lodge officers shall be elected in the same manner in the sequence shown in Article III, Section 5.2.
6. Newly-elected lodge officers will take office at the end of the Lodge Fall Fellowship weekend.
7. Eligible members may serve in each lodge office for a maximum of two years.

Article IV: Lodge Officer Duties

1. All lodge officers shall be responsible for the discharge of their duties at every function in person or by a lodge chief approved proxy. All lodge officers will by example, encourage Arrowmen to be active in the lodge and live up to the ideals of Scouting and the Order of the Arrow Obligation, and the Scout Oath and Law in everyday life. All officers shall promote the correct wearing of the Scout uniform by personal example. All officers will work closely with their adviser.
2. Officer Duties
 - 2.1. Duties of the Lodge Chief
 - 2.1.1. Attends all lodge functions and presides over all lodge executive committee meetings and general business meetings.
 - 2.1.2. Promotes attendance and participation of lodge officers and committee chairs.
 - 2.1.3. Appoints all operating committee chairs to the lodge executive committee in consultation with the lodge adviser.

- 2.1.4. May appoint such committees as deemed necessary by the lodge chief or the lodge executive board. The lodge chief will be an ex-officio member of all such committees.
- 2.1.5. Shall see that each elected officer and appointed committee chairman performs their duties as outlined in these Kunamokst Lodge rules. If the discharge of the duties of any officer or chairman is found to be unsatisfactory, the lodge chief, with the approval of the lodge adviser, may then ask that officer or chairman to tender their resignation.
- 2.1.6. Responsible for adherence to the program and policies of the lodge.
- 2.1.7. Attends appropriate council, section, regional, and national OA functions.
- 2.1.8. Delegates duties to other lodge officers and committee chairs.
- 2.1.9. Responsible for training chapter chiefs and the newly elected lodge chief.
- 2.1.10. Upon appointment by the council executive, the lodge chief shall participate as a member of the council executive board.
- 2.1.11. The chief shall hold no other elected position in the Order of the Arrow, and must resign from all other elected Order of the Arrow positions or resign as lodge chief within 30 days after election to a new position.
- 2.1.12. Resolves issues not covered in these standing rules and/or by national OA policy with the advice and consent of the lodge adviser.

2.2. Duties of the Program Vice Chief

- 2.2.1. Responsible for planning all lodge activities and publishing an event agenda prior to the event.
- 2.2.2. Act as the lodge chief in the lodge chief's absence.
- 2.2.3. Responsible for adherence to the program and policies of the lodge.
- 2.2.4. Appoints the Ordeal Master for all Induction weekends.
- 2.2.5. Will oversee the lodge shows team and coordinate all flag ceremonies at lodge events.
- 2.2.6. Responsible for training and mentoring the chapter program vice chiefs.
- 2.2.7. Sees that the chapter program gives support to the lodge program.
- 2.2.8. Performs other duties as assigned by the lodge chief.

2.3. Duties of the Service Vice Chief

- 2.3.1. Responsible for coordinating service projects at induction events and any other lodge events at which service will be done.
- 2.3.2. Responsible for training and mentoring the chapter service vice chiefs.
- 2.3.3. Responsible for promoting chapters service.
- 2.3.4. Responsible for adherence to the program and policies of the lodge.

- 2.3.5. Responsible for the oversight of clean-up at all lodge events prior to the completion of the event.
- 2.3.6. Upon appointment from the council executive, the service vice chief shall participate as a member of the council properties committee.
- 2.3.7. Performs other duties as assigned by the lodge chief.

2.4. Duties of the Finance Vice Chief

- 2.4.1. Responsible for all finances of the lodge under the direction of the lodge executive committee.
- 2.4.2. Manages all financial transactions of the lodge including deposits, expenditures, audits and ensure the lodge budget is balanced.
- 2.4.3. Reports at all lodge executive committee meetings the status of the lodge budget.
- 2.4.4. Responsible for the management of the lodge trading post, including the status of inventory and sales and place all orders for lodge inventory through the lodge adviser or their designee.
- 2.4.5. Responsible for overseeing all fiscal committees.
- 2.4.6. Responsible for maintaining a sub account for each chapter's funds which will roll over from year to year.
- 2.4.7. Promotes and assists chapters in their fundraising.
- 2.4.8. Responsible for adherence to the program and policies of the lodge.
- 2.4.9. Performs other duties as assigned by the lodge chief.

2.5. Duties of the Ceremonies Vice Chief

- 2.5.1. Responsible for coordinating all lodge ceremonies and ceremonies teams.
- 2.5.2. Responsible for training and mentoring all chapter ceremonies vice chiefs and overseeing the lodge ceremony team.
- 2.5.3. Responsible to coordinate the lodge Brotherhood attainment process and ceremonies.
- 2.5.4. Works closely with the appointed Ordeal Master(s).
- 2.5.5. Oversees the appointing and training all Elangomats needed for the lodge induction weekends.
- 2.5.6. Responsible to maintain inventory of all ceremonial equipment.
- 2.5.7. Responsible to work with the lodge administrative vice chief to keep all members honor level up to date.
- 2.5.8. Responsible for adherence to the program and policies of the lodge.
- 2.5.9. Performs other duties as assigned by the lodge chief.

2.6. Duties of the Communications Vice Chief

- 2.6.1. Responsible for all lodge correspondence and submissions to the lodge as directed by the lodge chief.
- 2.6.2. Responsible for coordinating lodge camping promotions.
- 2.6.3. Responsible to notify all members eligible for Brotherhood.
- 2.6.4. Responsible for the lodge newsletter, social media presence and lodge website.
- 2.6.5. Coordinates and participates with the section communications team.
- 2.6.6. Responsible for adherence to the program and policies of the lodge.
- 2.6.7. Performs other duties as assigned by the lodge chief.

2.7. Duties of the Administrative Vice Chief

- 2.7.1. Keeps accurate minutes of all lodge meetings and keeps a current copy of the lodge rules.
- 2.7.2. Responsible for signing and sending annual membership cards upon payment of dues.
- 2.7.3. Responsible for the lodge election program including the unit election/visitations teams.
- 2.7.4. Responsible for all event attendance and registration.
- 2.7.5. Responsible for promoting the OA troop/unit representative program.
- 2.7.6. Responsible to keep lodge records up-to-date including honor levels, national performance measures and members contact information in OA LodgeMaster.
- 2.7.7. Responsible for adherence to the program and policies of the lodge.
- 2.7.8. Performs other duties as assigned by the lodge chief.

Article V: Officer Succession, Vacancies, and Replacement

- 1. The following line of succession shall be used if the lodge chief is unable to fulfill his/her duties on a temporary (e.g. single lodge meeting or event) or permanent basis: lodge program vice chief, lodge service vice chief, lodge ceremonies vice chief, the lodge membership vice chief, and the lodge administrative vice chief.
- 2. If the office of lodge chief is vacated for any reason before the end of his/her term, then the line of succession, with lodge executive committee approval, specified above shall be used to replace the lodge chief for the remainder of the term. If all elected lodge officers decline to serve as lodge chief, the lodge executive committee shall elect a new lodge chief.

3. If a lodge office other than lodge chief is vacated for any reason before the end of the officer's term, then the lodge chief, with the approval of the lodge adviser and lodge staff adviser, shall appoint another member to fill the vacancy for the remainder of the term.
4. Recall of Lodge Officers
 - 4.1. If a lodge officer is not fulfilling the responsibilities of the officer's position, then the lodge chief, with approval of the lodge adviser, has the authority to ask him/her to resign from the position.
 - 4.2. In the case that a lodge officer refuses to tender their resignation when asked by the lodge chief, the lodge key three will meet to determine if removal is warranted.
 - 4.3. A recalled lodge chief does not have the right to vote as the immediate past lodge chief.
5. Recall of Chapter Officers
 - 5.1. Chapter chiefs may ask a chapter officer for his/her resignation if the chapter officer is not performing his/her duties as seen fit by the lodge and/or chapter adviser.
 - 5.2. The lodge chief may ask for a chapter chief's resignation if the chapter chief is not performing his/her duties as seen fit by the lodge chief and chapter adviser.

Article VI: Lodge Executive Board

1. The lodge executive board (LEB) shall be composed of the elected lodge officers, immediate past lodge chief, lodge adviser and Scout executive or designee.
2. Elected lodge officers and the immediate past lodge chief (provided they're under 21) are the only members that have a vote.
3. A quorum of two thirds (2/3) of the voting members is required for a vote to take place.
4. Lodge officers may appoint a proxy, with approval from lodge chief, to act in their place.
5. Lodge officers shall regularly attend LEB meetings.

Article VII: Lodge Executive Committee

1. The lodge executive committee (LEC) shall be composed of the members of the lodge executive board, lodge operating committee chairmen and their advisers, chapter chiefs and their chapter advisers.
2. The lodge chief shall be the chairman of the lodge executive committee and shall preside over all meetings.
3. Elected lodge officers, chapter chiefs, and the immediate past lodge chief (provided they're under 21) are the only members that have a vote.
4. A quorum of fifty percent plus one (50% + 1) of the voting members is required when a vote takes place.
5. Lodge officers may appoint a proxy, with lodge chief approval, to act in their place.
6. Chapter chiefs may appoint a proxy to act in their place with approval of their chapter adviser.
7. The lodge executive committee shall meet on a regular basis.
8. All lodge executive committee meetings are open to all members of the lodge to observe and participate in discussions.
9. A record of all decisions voted on shall be made available to the general membership on the lodge website within two weeks after the vote.
10. Special meetings of the lodge executive committee may be called when deemed necessary by the lodge chief.

Article VIII: Lodge Committees

1. The lodge chief has the authority to create or terminate any operating committees including standing or ad hoc committees of the lodge.
2. The lodge chief shall appoint all youth chairs of lodge committees with the approval of the lodge adviser.
3. Committee appointments have a term of up to one year, which may be renewed, extended, or terminated by the lodge chief.

4. The lodge standing committees are

4.1. Historical Committee

- 4.1.1. Reports to the lodge chief.
- 4.1.2. Responsible to maintain the lodge history, written records and media.
- 4.1.3. Displays lodge historical memorabilia and history at lodge events and the section conclave.
- 4.1.4. Responsible to maintain a display of lodge memorabilia through printed guides and/or on the lodge website.
- 4.1.5. Responsible to print a lodge history for significant anniversary events or upon direction of the lodge executive committee.

4.2. Elangomat Committee

- 4.2.1. Reports to the lodge ceremonies vice chief.
- 4.2.2. Responsible to recruit and train all Elangomats for induction events.
- 4.2.3. Assists with and/or promotes Brotherhood attainment through the use of Elangomats.
- 4.2.4. Works with Elangomats to encourage activation of new members.
- 4.2.5. Recognizes members that performed the duties of Elangomats.

4.3. Shows Committee

- 4.3.1. Reports to the lodge program vice chief.
- 4.3.2. Responsible for all lodge shows, campfire programs, Scout's Own, announcements at events.
- 4.3.3. Work with the lodge historical committee to archive all produced shows.
- 4.3.4. Maintain all lodge shows equipment.
- 4.3.5. Assists with the section shows committee or any other group as requested.

4.4. Auctions Committee

- 4.4.1. Reports to the lodge finance vice chief.
- 4.4.2. Responsible for all lodge auctions conducted at designated events by the lodge executive committee.
- 4.4.3. Oversees donations for the conduct of the lodge auction.
- 4.4.4. Assists the lodge in its fundraising goals.
- 4.4.5. Assists the section with their auction.

4.5. Merchandising Committee

- 4.5.1. Reports to the lodge finance vice chief.
- 4.5.2. Responsible to maintain the lodge brand-guide as directed by the lodge executive committee.
- 4.5.3. Facilitates the designs of merchandise for the lodge trading post.

4.5.4. Assists in the running of the lodge trading post.

4.6. Vigil Committee

4.6.1. Reports to the lodge chief

4.6.2. Conducts selection and induction of lodge Vigil Honor recipients according to national OA procedures.

4.6.3. Maintains a list of all lodge Vigil Honor recipients.

4.6.4. Maintains a plaque with list of deceased dues paid Vigil members of the lodge. The Vigil chair with the approval of LEC may add non-dues-paid Vigil Honor recipient names.

Article IX: Adult Advisers

1. The lodge adviser and lodge staff adviser are appointed annually by the council Scout executive.
 - 1.1. The duties of the lodge adviser are as stated in the current printing of the *Order of the Arrow Handbook for Officers and Advisers*.
 - 1.2. The duties of the lodge staff adviser are as stated in the current printing of the *Order of the Arrow Handbook for Officers and Advisers*.
2. The lodge adviser appoints adult associate lodge advisers, chapter advisers, and committee advisers with approval of the Scout executive. Advisers have a term of up to one year, which may be renewed, extended, or terminated by the lodge adviser.

Article X: Chapter Organization

1. The lodge may be divided into chapters corresponding to the boundaries decided by the lodge executive committee.
2. Chapters shall be under the administration of the lodge executive committee.
3. Each chapter shall be directed by an elected chapter chief and any number of elected vice chiefs as the chapter deems necessary.
4. The chapter chief may appoint additional chapter committee chairmen as they deem necessary to carry out the functions of the chapter.
5. The term of office for all elected chapter officers shall be one year.
6. Each chapter shall have an adult chapter adviser, appointed annually by the lodge adviser

7. Chapters are not allowed to issue any memorabilia unless approved by the lodge executive committee.
8. All chapter finances must be held by the lodge.
9. Chapters may petition to rename their chapter to the lodge executive committee.

Article XI: Insignia

1. Lodge Flap
 - 1.1. The design of the lodge flap shall be decided by the lodge executive committee.
 - 1.2. The current member flap shall not be sold to anyone outside of current active members of the lodge and shall be available at lodge events only.
 - 1.3. The lodge may make available a trader flap to members and non-members.
2. Lodge Neckerchiefs
 - 2.1. The lodge may produce one or more lodge neckerchief (s).
 - 2.2. The design of the neckerchief(s) shall be decided by the lodge executive committee.
 - 2.3. Lodge neckerchief(s) shall not be sold to anyone outside of current active members of the lodge.
3. Any other lodge memorabilia may be issued with the approval of the lodge executive committee.
4. The design of all lodge memorabilia shall be open to all lodge members in good standing.
5. The lodge executive committee shall not approve any items that are not available to the membership of the lodge.
 - 5.1. The lodge executive committee may approve limited memorabilia that is available to the membership through pre-order or earned by defined criteria requirements, such as Elangomat. ceremonies, Vigil etc.
 - 5.2. General membership can pre-order any item that is approved for special events, such as NOAC patches, and will receive the item following the event unless attending the event.
6. All memorabilia designs must meet the criteria outlined in the *Kunamokst Lodge Brand Guide*.

7. A minimum of two items of each piece of insignia or memorabilia produced by the lodge or its chapters, officers, or advisers, must be provided to the historical committee for display and preservation.
8. All Order of the Arrow items shall be sold through the lodge trading post by the lodge finance vice chief and an adult trading post manager appointed by the lodge adviser. Non-restricted items may be sold at the Pacific Crest Council Scout Shop with the approval of the lodge executive committee.
9. The fees charged on all lodge issued patches and memorabilia shall be decided by the lodge executive committee.

Article XII: Awards and Recognition

1. Founder's Award
 - 1.1. Awarding of the Founder's Award shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*.
 - 1.2. Selection shall be done by the lodge Founder's Award selection committee which shall be made up of former recipients of the award.
2. Arrowman of the Year
 - 2.1. The Arrowman of the Year award is presented annually by the lodge adviser to a youth member in the lodge.
 - 2.2. The requirements and presentation of the award are at the sole discretion of the lodge adviser.
3. The Chief's Award
 - 3.1. The Chief's Award is presented annually by the lodge chief.
 - 3.2. The requirements and presentation of the award are at the sole discretion of the lodge chief and the lodge adviser.
4. Other Awards and Recognition
 - 4.1. Other awards and recognition may be given out under the discretion of the lodge Key 3.

Article XIII: Communications & Publications

1. Lodge Newsletter
 - 1.1. The lodge newsletter shall be called The Bugle.
 - 1.2. Issues of the lodge newsletter shall be published as determined by the lodge executive committee.
 - 1.3. A copy of each issue of the lodge newsletter shall be mailed or emailed to all members in good standing of the lodge.
 - 1.4. Two copies of each issue of the lodge newsletter shall be provided to the lodge historical committee.
2. Accounts
 - 2.1. The lodge executive committee has the sole authority to approve the creation of accounts under the lodge name. This includes, but is not limited to, the lodge website and social media.
 - 2.2. All accounts created using the lodge name and/or the symbols of the lodge shall meet the guidelines outlined in the *Kunamokst Lodge Brand Guide*.

Article XIV: Brotherhood Membership

1. Completion of Brotherhood membership shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*.
2. There will be a fee collected before the Brotherhood ceremony to cover the cost of the sash. The cost will be decided by the lodge executive committee.

Article XV: The Vigil Honor

1. Attainment of the Vigil Honor shall be in accordance with the requirements in the current printing of the *Order of the Arrow Handbook* and the *Order of the Arrow Handbook for Officers and Advisers*.
2. The lodge Vigil selection committee shall be responsible for carrying out the Vigil selection, callout, and ceremony duties of the lodge. The lodge chief shall appoint a youth Vigil chairman who is a non-voting member of the lodge executive committee.

Article XVI: Lodge Meetings and Activities

1. The lodge shall schedule the following events, establishing the dates a minimum of one year prior to the event.
 - 1.1. Winter Fellowship Weekend
 - 1.2. Spring Fellowship Weekend
 - 1.3. Adequate induction weekends
 - 1.4. Fall Fellowship (Lodge Elections)
 - 1.5. Lodge Officer Training
 - 1.6. Chapter Officer Training
 - 1.7. Adequate Brotherhood ceremonies
2. Other lodge meetings, activities, and events may be scheduled as determined by the lodge executive committee.

Article XVII: Voting

1. All members under the age of 21 in good standing with the lodge (current year dues-paid and registered with the Pacific Crest Council) shall be allowed to vote in lodge and chapter elections and in any matters the lodge executive committee decides to bring to a lodge-wide vote.

Article XVIII: Finances

1. All lodge funds shall be handled through the council service center and go through all normal council accounting procedures.
2. The lodge executive board shall submit a proposed annual budget to the lodge executive committee at the regular executive committee meeting prior to the end of December.
3. The budget year shall be from January 1 to December 31.
4. Dues and Membership
 - 4.1. Dues will be collected annually by the lodge.
 - 4.2. The amount of the annual dues shall be determined by the lodge executive committee.
5. Ordeal candidates shall pay a fee for their induction to cover the cost of the sash, handbook, lodge flap, printing, and other induction materials. The fee will be decided by the lodge executive committee by December 31 of each year for the following induction

season.

6. Brotherhood candidates shall pay for their induction to cover the cost of the sash.
7. No fees will be assessed to the Vigil candidates for their induction or sash.

Article XIX: Interpretation

1. All questions of interpretations of the lodge rules shall be decided by the lodge Key 3 (lodge chief, lodge adviser, lodge staff adviser) until the next lodge executive committee meeting at which point the question will be reviewed and action taken for it.
2. If any lodge rule, policy, or procedure conflicts with, deviates from, or changes in any manner, a requirement in the current printing of any Order of the Arrow national publications, handbooks or guidelines, the national OA document shall take precedence.

Article XX: Amendments

1. Proposals for new or amended lodge rules shall be submitted to the lodge executive committee a minimum of 30 days before the LEC meeting at which a vote is intended to be taken.
2. Proposed new or amended rules shall be published on the lodge website a minimum of 21 days before the LEC meeting at which a vote is intended to be taken and a method to receive feedback from the general lodge membership shall be provided.
3. All lodge rules and amendments are subject to final review by the Scout executive prior to a vote taking place by the lodge executive committee.
4. A quorum of two thirds (2/3) of voting members of the lodge executive committee must be present to vote on a motion to send proposed amendments of lodge rules to the general lodge membership.
5. Motions to adopt or amend lodge rules must include the date the new or amended lodge rules will go into effect.
6. All proposed amendments to the lodge rules must be approved by a majority vote (50% +1) of the lodge youth in attendance at a lodge business meeting.
7. All approved new or amended rules will be published on the lodge website.

References

Order of the Arrow Handbook for Officers and Advisers:

<https://oa-scouting.org/uploads/publications/HOA-202501.pdf>

Inductions Portal:

<https://oa-scouting.org/resources/inductions/publications>