

Checklist of Duties
(Word, Publisher & Excel)
Election Day activities are underlined

Clerk #1:

1. Checks the names of the voters as they arrive on Election Day - using Form F-5
2. Sends out form letters, Form B-7 & B-8, to potential candidates
3. Sends out form letters, Form E-3, to not-eligible-voter
4. Maintain Form C-2, Nomination Requests
5. Make & maintain file folders for B-3 and C-2
6. Access the official forms on CD/flash drive; amend & print out needed forms
7. Check authenticity of sign-off signatures on Form B-9 with the fiscal departments, or their delegate, with the following entity: RVIT.

Clerk #2:

1. Keep a sign-in sheet of the voters as they arrive on Election Day – using Form F-5
2. Distribute ballots to those arriving Registered Voters
3. Tally votes – using Form J-1
4. Assist the Judge with mailing out requested Absentee Packets
5. Maintain Form F-5, Roster of Registered Voters
6. From Form F-5, create a Roster of Registered Voters to post *without* addresses; a) highlight 'name column' & move to a new page; b) delete unapproved names; c) alphabetize the names.
7. Make & maintain file folder for E-2; align with F-5
8. Send out Voter Registration Forms ASAP

Inspector:

1. Officially Chair the Election Board
2. Point-of-Contact for the Election Board
3. Oversee the election process during Election Day
4. Will arrange for the Oath of Office by contacting the Tribal Court Judge
5. Picks-up Election Board correspondence from the pigeon hole/receptionist
6. Maintains Form H-3, Log of Recall Petition Requests
7. Make & maintain file folder for H-1 requests
8. Make D-1/D-2 notices/posters
9. Ready (type up) H-1 Recall Petitions
10. Responds to emails

Judge:

1. As voters arrive on Election Day, cross-check names of arriving voters with the names listed on the Roster of Absentee Ballots – using forms F-5 & F-6
2. Maintains Form F-6, Roster of Absentee Ballots
3. Make & maintain file folders F-2; align with F-6
4. Send out Absentee Packets ASAP
5. Posting of all Notices

All members:

1. Attend all meetings of the Election Board
2. Verify attendance by signing the Time Sheet Form L-1
3. Convene for:
 - a. assembling Nomination & Absentee Packets
 - b. correspondence: in-coming & out-going
 - c. verify Nomination Packets when returned

- d. verify Background Checks
- e. verify allegations on Recall Petition Requests

Tribal Council Liaison: (Secretary)

- 1. Attend all meetings of the Election Board
- 2. Shall provide Nomination Forms to any person who wishes to become a candidate and give names to Clerk #1 for record-keeping
- 3. In cooperation with the Election Board, post the final List of Candidates at least seven (7) days before the election in at least four (4) public places. The Tribal Council Secretary (or designated individual) shall use the Final List of Candidates Form C-1

Receptionist:

- 1. Take messages for the Election Board; place in Election Board pigeon hole
- 2. Will take any correspondence & forms, and place them in the pigeon hole
- 3. Will hand-out:
 - a) Reinstatement of Residency Form B-3
 - b) Voter Registration Form E-2
 - c) Absentee Ballot Request Form F-2

Executive Secretary:

- 1. Provide the tribal Seal for ballots
- 2. Collect individual signatures of newly-elected council members on Form I-1, Tribal Election Affidavit before they swear the Oath of Office
- 3. Same duties as Receptionist, as needed

Enrollment Clerk:

- 1. Shall prepare, update and maintain a current list of Eligible Voters,
- 2. Shall add the names of persons who have reached or will reach eighteen (18) years of age by Election Day,
- 3. Ninety (90) days before Election Day, shall give the Election Board the current list of Eligible Voters,
- 4. Shall work cooperatively to update the list as necessary

Extra Person(s): (on Election Day only)

- 1. Check all buildings on Admin property to take down any Electioneering materials: Admin, Senior Center, Head Start, and Career Building and voters arriving
- 2. Tally votes
- 3. Give members a break, as needed

Tribal Business Administrator:

- 1. Will send Form G-1, Certified Election Results, to Bureau of Indian Affairs

Tribal Court Judge:

- 1. Will officiate the swearing-in of newly-elected Tribal Council members and administer the Oath of Office

Suggestions:

- 1. For documentation, keep an activity log or make a copy of each Form that the Election Board uses per election; documenting number of copies used, how, why, etc., on the back of the form.
- 2. On Election Day, before the 8 PM ballot count, each Board member & any helpers take turns using the restroom.