

**INSTRUCTIONS FOR FORM H-3:
LOG OF VERIFIED PROCEDURES FOR REQUEST FOR RECALL PETITIONS**

In regard to the protocols of handling RECALL PROCEEDINGS, Form H-3 will serve the cited responsibilities of the Election Board; which are ¹to maintain a record of the individuals requesting Recall Petitions, and ²a record that will corroborate the steps the Election Board has taken in order to insure a fair and proper process.

1. After receiving a written request for a Recall Petition, stamp/date the document.
2. Enter the date of request in column B.
3. Enter the name and address of the individual requesting in column X.
4. Assess the statement to ensure that it states specific allegation(s) why the Tribal Council Member (TCM) should be recalled, or the specific reason(s) for the Referendum (Ref) or Initiative (Init).
 - a. If the reasons are stated, enter them in column Δ.
 - b. If the reasons are not stated, the petition request is invalid. The request should be returned with an attachment explaining why it is being returned.
5. Evaluate which type of Recall Proceeding is being initiated and check (✓) one column only:
 - E Referendum-Ref
 - Φ Initiative-Init, or
 - Γ Tribal Council Member TCM.

¹ Article XV. Section 15.01(a) The Election Board must maintain a ledger with a record of those individuals who request recall petitions.

² Article XV. Section 15.01(e) The Election Board must maintain a written record, or log, verification steps and procedures taken by the Election Board.

6. Prepare an Official Recall Petition Form H-1. At the top of each page, list the allegations for recall. Issue Official Recall Petition with guide sheet, Handout With Form H-1, Form H-2.
 7. From corresponding references on Form H-2:
 - A. Enter the date the forms were sent to, or picked up from, in column **H**.
 - B. Enter how many pages of petition forms were distributed in column **I**.
 - C. Enter the deadline date for the completed, signed forms in column **J**.
 - D. Enter the required number of signatures **K**.
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8. Upon receipt of a signed Recall Petition, stamp/date the document.
9. Immediately, review the petition to insure that:
 - A. each individual who signed the petition is a Qualified Voter, and
 - B. petition has the requisite number of signatures, with no duplicate signatures.
10. Enter the total number of Verified Voter's signatures on the Petition in column **L**.
11. If the signed Recall Petition has the required number of signatures, it shall be approved. Enter a check (✓) in column **M**.
12. If the signed Recall Petition does not have the required number of signatures, it shall not be approved. Enter a check (✓) in column **N**.