

INSTRUCTIONS FOR ELECTION BOARD FORMS

- i. Most forms are to be printed on official, tribal letterhead,
- ii. Font is set at Times New Roman 12pt with 8 spaces for letterhead,
- iii. Remember to delete “[TRIBAL LETTERHEAD]” before printing, and
- iv. Where indicated, remember to insert the date.

A-1 Checklist of Duties – breakdown of individual duties

B-1 Official Nomination Form – handout by Tribal Council Secretary or Election Board.

B-2 Consent for Release of Information: Background Check – No less than three members of the Election Board shall convene to use the Everifile.com software to run background checks for potential candidates. The Everifile.com software is located on the Human Resource Department (HR) desktop. The Election Board shall create a separate profile from HR, including password security. Since there is an associated cost for Everifile.com, the cost will pass onto the potential candidate.

B-3 Reinstatement of Residency – Check if any B-3 forms have been submitted. This form should have been filled out at least one (1) year before the election in which they wish to run.

B-4 Instructions for Nomination Packet – info sheet for inclusion in the Nomination Packet

B-5 Qualifications for Office – info sheet for inclusion in the Nomination Packet

B-6 Deadline date for the return of completed Nomination Packet – info sheet for inclusion in the Nomination Packet

B-7 Form Letter: Congratulatory/Eligible candidate - to be sent out ASAP

B-8 Form Letter: Regret for an ineligible, potential candidate – to be sent out ASAP

C-1 Final List of Candidates – Insert date. The Tribal Council Secretary and the Election Board will post this List at least seven (7) days before the election in at least four (4) public places. Keep record of the places the List was posted on a copy of the List. There may a need to replace Lists if they have been removed from the places posted.

D-1 Notice of General Election – Make your own poster. This is a list of the items that NEED to be included in the Notice.

D-2 Notice of Special Election – Make your own poster. This is a list of the items that NEED to be included in the Notice. Indicate whether the election is an initiative, referendum, or the recall of a member(s) of the Tribal Council.

D-3 A sample of the Notice of Special Election with all required components.

E-1 Official Ballot – Insert the date and change the voting quantity, as needed. Remember to add ballot numbers as you copy/paste more forms.

- E-2 Voter Registration Form – Sent out to tribal members upon request.
- E-3 Form Letter: Not a Qualified Voter – When it is discovered that a tribal member is not qualified to register as a voter, Clerk #1 shall send out this form letter.
- F-1 Absentee Ballot - Insert the date and change the voting quantity, as needed. Remember to add ballot numbers as you copy/paste more forms.
- F-2 Request for Absentee Ballot – On the Tribal Website, place a link to Form F-2. Print out any requests received on the Election Board email. If a written request is received, send out the requested form within two (2) days. If a request is received by phone, instruct the Receptionist to get an email address or fax number with which the Election Board may respond.
- F-3 Instruction Sheet for Absentee Packets – to accompany Form F-1: Absentee Ballot. Insert date before printing.
- F-4 Roster of Eligible Voters – Form F-4 is not the Roster but an instruction sheet. The Enrollment Department gives this Roster to the Election Board. Because the Roster is updated on a regular basis, make sure you obtain the most current copy.
- F-5 Roster of Registered Voters – a list of those eligible-to-vote tribal members who have submitted an approved Voter Registration Form E-2.
- F-6 Roster of Absentee Ballots – Keeping track of where the request came from (fax, mail, or email), makes it easier to locate for reference. The night before Election Day, alphabetize the names of eligible absentee voters for easier cross-checking.
- G-1 Certified Election Results – Insert date, candidates’ names and vote counts. Print out and all Election Board members shall sign on the appropriate lines. This form shall be given to the Business Administrator to be sent to the Bureau of Indian Affairs.
- H-1 Official Recall Petition – see Form H-2 for instructions on how to use this form. *Only* the first page is printed on tribal letterhead.
- H-2 Instructions for Form H-1 Recall Petition – Before you hand-out this form, fill in blanks with corresponding points on Form H-3.
- H-3 Log of Verified Procedures for Request for Recall Petitions – see Form H-4 for instructions on how to use this form.
- H-4 Instructions for Form H-3: Log of Verified Procedures for Request for Recall Petitions -
- I-1 Tribal Election Affidavit – The Executive Secretary does this chore.
- J-1 Election Tally Sheet – Form J-2 is a sample of how to use the Tally Sheet.
- J-2 Sample Tally Sheet – sample use of Tally Sheet
- K-1 MOU with Executive Secretary – for use of the official Tribal Seal. Add other items; maybe same as the Receptionist?

K-2 MOU with Receptionist - Take messages for the Election Board; place in Election Board pigeon hole, handout the Reinstatement of Residency Form B-3, take any correspondence & forms, and place them in the pigeon hole; add other items.

L-1 Time Sheet – to be used each time the Election Board convenes.

L-2 Instructions for Election Board forms