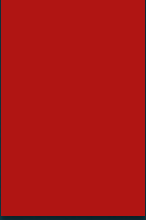




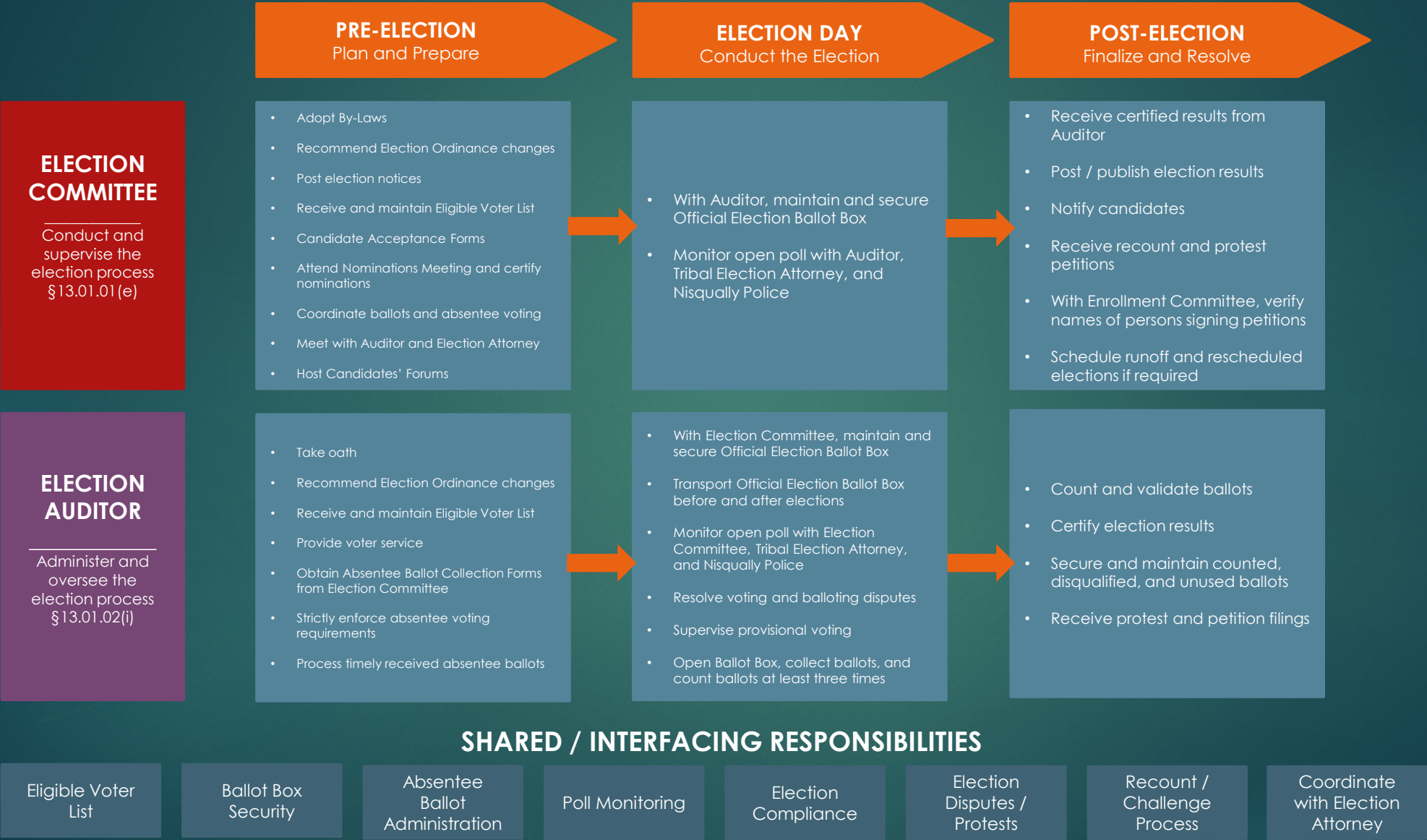
NISQUALLY INDIAN TRIBE

TRIBAL ELECTIONS

PROCESS & PARTICIPATING BODY	January PLAN, PREPARE, NOTIFY	February NOMINATIONS & ABSENTEE BALLOTS	March PRIMARY VOTE IN-PERSON / ABSENTEE VOTING	April CAMPAIGN & ABSENTEE VOTING	May GENERAL ELECTION IN-PERSON / ABSENTEE VOTING
ELECTION COMMITTEE Conduct and supervise the election process	PUBLISH AND POST ELECTION NOTICES (§§13.02.04(f), 13.02.10(a)), REVIEW CODE (§13.02.04(r)), MEET WITH AUDITOR AND ATTORNEY (§13.02.03(h)), OBTAIN AND MAINTAIN ELIGIBLE VOTERS LIST (§13.02.02(b))	ORGANIZE AND CONDUCT FEB 6 NOMINATIONS MEETING (§13.02.04(f)), DOCUMENT NOMINATIONS (§13.02.07(e)), PREPARE AND DISTRIBUTE CANDIDATE ACCEPTANCE FORMS (§13.02.04(j)), PREPARE CANDIDATE INFORMATIONAL PACKETS (§13.02.04(m)), PREPARE BALLOTS (§13.02.04(k)), RECEIVE ABSENTEE BALLOT REQUESTS §13.02.16(c)), MAIL OUT PRIMARY ABSENTEE BALLOTS (§§13.02.16(e) and (f)); HOST CANDIDATES' FORUM ((§§13.01.02(c), §13.02.04(l))	OVERSEE ABSENTEE BALLOT PROCESS (§§13.02.16(b), (c), (d), (e) and (f); 13.02.04(k), (o)); MONITOR POLLS (§§13.02.08(c) and 13.02.09(b)); RECEIVE CERTIFIED RESULTS FROM AUDITOR, POST/PUBLISH RESULTS, AND NOTIFY CANDIDATES (§§13.02.04(p) and 13.02.15(b)); RECEIVE PROTESTS AND PETITION FILINGS WITH AUDITOR AND ELECTION ATTORNEY (§13.03.01(a) and (d)), MAIL OUT GENERAL ELECTION ABSENTEE BALLOTS (§§13.02.16(e) and (f))	HOST CANDIDATES' FORUM(S) (§§13.01.02(c), 13.02.04(l)), OVERSEE COLLECTION OF ABSENTEE BALLOTS (§13.02.04(o))	MONITOR POLLS (§§13.02.08(c) and 13.02.09(b)), RECEIVE CERTIFIED RESULTS FROM AUDITOR, POST/PUBLISH RESULTS, AND NOTIFY CANDIDATES (§§13.02.04(p) and 13.02.15(b)); RECEIVE PROTESTS AND PETITION FILINGS WITH AUDITOR AND ELECTION ATTORNEY (§13.03.01(a) and (d)), RECEIVE PROTESTS AND PETITION FILINGS WITH AUDITOR AND ELECTION ATTORNEY (§13.03.01(a) and (d))
ELECTION AUDITOR Administer and oversee election process	TAKE OATH (§13.02.05(c)), REVIEW CODE (§13.02.06(k)), RECEIVE AND MAINTAIN VOTER LIST §§13.02.02(b), 13.02.06(e)), PROVIDE VOTER SERVICE §13.02.06(a)		SECURE BALLOT BOXES (§13.02.06(b)), BE PRESENT TO MONITOR ELECTION (§13.02.06(g)), RESOLVE VOTING DISPUTES (§13.02.06(h)), VERIFY VOTER ELIGIBILITY (§13.02.06(g)), COUNT VOTES (§13.02.14(d)), CERTIFY RESULTS AND PROVIDE TO COMMITTEE (§13.02.15(a) and §13.02.06(j)), RECEIVE PROTESTS AND PETITION FILINGS WITH COMMITTEE (§13.03.01(d))		SECURE BALLOT BOXES (§13.02.06(b)), BE PRESENT TO MONITOR ELECTION (§13.02.06(g)), RESOLVE VOTING DISPUTES (§13.02.06(h)), VERIFY VOTER ELIGIBILITY (§13.02.06(g)), COUNT VOTES (§13.02.14(d)), CERTIFY RESULTS AND PROVIDE TO COMMITTEE (§13.02.15(a) and §13.02.06(j)), RECEIVE PROTESTS AND PETITION FILINGS WITH COMMITTEE (§13.03.01(d))
ELECTION ATTORNEY Assist the Election Committee with election contests and any legal matter arising from any election	CONFIRM AUDITOR'S CONTRACT §13.02.05(b)); MEET WITH ELECTION COMMITTEE AND AUDITOR, ASSIST ELECTION COMMITTEE TO SUBMIT MEMO TO GENERAL COUNCIL, AND RECEIVE AND RESPOND TO CORRESPONDENCE WITH ELECTION COMMITTEE (§13.02.03(h)); ASSIST ELECTION COMMITTEE WITH ELECTION AND ANY LEGAL MATTER ARISING FROM ELECTION (§13.02.03(g))	NO ROLE IN NOMINATIONS	MONITOR ELECTIONS WITH ELECTION COMMITTEE, AUDITOR, AND NISQUALLY POLICE DEPARTMENT WHILE POLLING IS OPEN (§§13.02.08(c) and 13.02.09(b))	NO ROLE IN CAMPAIGN	INVESTIGATE VALID PROTEST PETITION CHARGES AND RENDER WRITTEN FINDINGS (§13.03.01(b)), DETERMINE WHETHER VIOLATIONS OF TRIBAL LAW MATERIALLY AFFECTED RESULTS AND RECOMMEND THAT ELECTION COMMITTEE SCHEDULE A SECOND ELECTION FOR CHALLENGED OFFICE (§13.03.01(b)), REPRESENT AUDITOR IN APPEALS (§13.03.02(e))
GENERAL COUNCIL	RECEIVE NOTIFICATIONS, DIRECT QUESTIONS TO COMMITTEE, DECIDE IF VOTING IN PERSON OR ABSENTEE, REQUEST ABSENTEE BALLOT IF REQUIRED (§13.02.16(c))	ATTEND FEB 6 NOMINATIONS PROCESS; NOMINATE, SECOND, OR ACCEPT NOMINATION WITH CANDIDATE ACCEPTANCE FORM (§13.02.07(e)); ASK COMMITTEE ANY QUESTIONS	READ CANDIDATE INFORMATIONAL PACKETS; SUBMIT ABSENTEE BALLOT -OR- VOTE IN PERSON ((§§13.02.16(h) and (i), 13.02.14(b)); DIRECT QUESTIONS TO COMMITTEE; TIMELY FILE ANY PROTESTS AND PETITIONS (§13.03.01 (b) and (c))	READ CANDIDATE INFORMATIONAL PACKETS, ATTEND CAMPAIGN FORUM(S), DIRECT QUESTIONS TO COMMITTEE	SUBMIT ABSENTEE BALLOT -OR- VOTE IN PERSON ((§§13.02.16(h) and (i), 13.02.14(b)); DIRECT QUESTIONS TO COMMITTEE; TIMELY FILE ANY PROTESTS AND PETITIONS (§13.03.01 (b) and (c)); FILL ANY VACANCIES BY APPOINTMENT (§13.02.09(e))
TRIBAL COUNCIL	ONLY THOSE SEATS NOT IN 2027 ELECTION CYCLE MAY DISCUSS ELECTION PROCESS WITH COMMITTEE, AUDITOR, AND ATTORNEY	NO ROLE IN NOMINATIONS	NO ROLE IN PRIMARY ELECTION	NO ROLE IN CAMPAIGN	NO ROLE IN GENERAL ELECTION



Election Process – Essential Responsibilities Flowchart



ELECTION COMMITTEE – DETAILED RESPONSIBILITIES

PRE-ELECTION

- Swear or affirm to carry out duties faithfully §13.02.03(b)
- Elect officers §13.02.03(c)
- Adopt By-Laws §13.02.04(a)
- Participate in selection process of Election Auditor §§13.02.04(a), 13.02.05(a)
- Recommend Elections Ordinance changes to Tribal Council §13.02.04(r)
- Publish and post election notices §§13.02.04(f), 13.02.10(a)
- Maintain election webpage and electronic mailbox §13.02.04(g)
- Obtain an Official Elections Post Office Box and include address in all correspondence and on election webpage §13.02.04(c) and (d)
- Collect all mail regularly, including absentee ballots §13.02.04(n)
- With Election Attorney, receive and respond to correspondence §13.02.04(h)
- Obtain and maintain confidential list of Eligible Voters from Enrollment Department §13.02.02(b)
- With Enrollment Committee, maintain Eligible Voters list and provide to Election Auditor §§13.02.02(b), 13.02.04(b)
- Prepare and distribute Candidate Acceptance Forms §13.02.04(j)
- Post Absentee Ballot Request Forms on the election webpage and have forms available at the Nominations Meeting and any Candidates' Forum §13.02.16(b)
- Be present throughout the Nominations Meeting on the first Saturday of February and document all nominations §13.02.07(e)
- Certify nominations and post candidate slate §13.02.07(f)
- Prepare and distribute Candidate informational packets §13.02.04(m)
- Host Candidates' Forums §§13.01.02(c), 13.02.04(l)
- Receive completed Absentee Ballot Request Forms §13.02.16(c)
- Prepare ballots and supervise distribution of absentee ballots §13.02.04(k)
- Print and mail absentee ballots §§13.02.16(e) and (f)
- Maintain Absentee Ballot list §13.02.16(d)
- Oversee collection of absentee ballots from the Official Elections Post Office Mailbox and the Official Absentee Ballot Box, complete Absentee Ballot Collection Forms, and deposit in the Official Election Ballot Box §13.02.04(o)
- Meet with Auditor and the Election Attorney at least ten (10) business days before the elections and submit compliance memo to General Council §13.02.03(h)
- Resolve pre-election disputes §13.02.04(i)
- Reschedule postponed meetings §13.02.11(a)

ELECTION

- With Auditor, maintain and secure Official Election Ballot Box §13.02.06(b)
- Monitor elections with Auditor, Tribal Election Attorney, and Nisqually Police Department while polling is open §§13.02.08(c) and 13.02.09(b)

POST-ELECTION

- Receive certified results from Auditor and post/publish certified election results and notify candidates §§13.02.04(p) and 13.02.15(b)
- With Enrollment Committee, verify names of persons signing recount or challenge petitions to determine that each signature is that of an Eligible Voter who has signed only once §13.02.04(e)
- Schedule runoff and rescheduled elections if required §§13.02.11(a), 13.02.17(a) and (b)
- Receive and review recount petitions and protest petitions §13.03.01(a), (b), and (d)
- If warranted, schedule second election for particular office that has been challenged §13.03.01(b)

ELECTION AUDITOR – DETAILED RESPONSIBILITIES

PRE-ELECTION

- Take oath to carry out duties faithfully, impartially, and fairly §13.02.05(c)
- Recommend Elections Ordinance changes to Tribal Council §13.02.06(k)
- Receive and maintain confidential list of Eligible Voters from Enrollment Department §§13.02.02(b), 13.02.06(e)
- Provide voter service via 800 number and email §13.02.06(a)
- With the Election Committee, maintain the keys to the Official Elections Post Office Box, the Official Absentee Ballot Box, and the Official Election Ballot Box §13.02.06(c)
- Obtain Absentee Ballot Collection Forms from Election Committee §13.02.06(f)
- Strictly enforce absentee voting requirements §13.02.16(g)
- Process timely received absentee ballots §§13.02.16(j) and (k)

ELECTION

- Maintain Voting List that identifies each ballot issued to an in-person voter §13.02.13(b)
- With Election Committee, maintain and secure Official Election Ballot Box §13.02.06(b)
- Transport Official Election Ballot Box to the Billy Frank Jr. Gym on Election Day prior to opening of polls, and return after counting vote §13.02.06(d)
- Supervise activity at polls: verify voter eligibility, distribute ballots, and record voters and number of ballots §13.02.06(g)
- Resolve voting or balloting disputes §13.02.06(h)
- Supervise signing of voter declaration that absentee ballot did not arrive or is lost and provide provisional ballot §13.02.16(h)
- Process requests for provisional in-person ballots §13.02.16(h)
- At the close of polls, open the locked Official Election Ballot Box, collect all ballots, and count the vote for each position a minimum of three times (must agree at least twice) §13.02.14(d)
- Determine if Tribal Member is interfering with the ballot counting process and seek assistance of Nisqually Tribal police to exclude interfering Tribal Member §13.02.14(d)

POST-ELECTION

- Count and validate ballots and record the number of votes cast for each Candidate after the polls are closed §13.02.06(i)
- After final count, secure ballots in the Official Election Ballot Box, relock, and return to the Tribal Center §13.02.14(d)
- Certify election results in writing to Election Committee §13.02.15(a) and §13.02.06(j)
- At the close of polls, keep all marked unused official ballots for at least one year and then destroy §13.02.14(c)
- Keep used ballots for at least one year and then destroy §13.02.14(e)
- Keep disqualified absentee ballots and unopened outer envelope of absentee ballots not received by election date §§13.02.16(i), (k)
- Conduct a recount if Election Committee determines that valid petition has been filed §§13.03.01(a)
- Decide in writing whether to accept or deny the recommendation from the Election Attorney to schedule a second election after a protest of the outcome of an election §13.03.01(b)
- Receive protests and petition filings §13.03.01(d)

ELECTION ATTORNEY – DETAILED RESPONSIBILITIES

PRE-ELECTION

- Confirm in writing that the Auditor's contract is consistent with Elections Ordinance and the Nisqually Constitution §13.02.05(b)
- Meet with Election Committee and Election Auditor at least ten (10) business days before the elections and assist Election Committee to submit compliance memo to General Council §13.02.03(h)
- With Election Committee, receive and respond to correspondence §13.02.04(h)
- Assist the Election Committee with election and any legal matter arising from any election §13.02.03(g)

ELECTION

- Monitor elections with Election Committee, Auditor, and Nisqually Police Department while polling is open §§13.02.08(c) and 13.02.09(b)

POST-ELECTION

- Investigate valid protest petition charges and render recommended written findings of fact and conclusions of law to Auditor, Election Committee, and Tribal Council Designee within seven (7) business days §13.03.01(b)
- Determine whether one or more violations of Elections Ordinance or other applicable tribal law materially affected the results of an election and, if so, recommend that the Election Committee schedule a second election vote for only that particular challenged office §13.03.01(b)
- Represent Election Auditor in any appeal arising from §§13.03.01(a-c). §13.03.02(e)