

Administrative Procedures Handbook For CCTHITA Election of Delegates

Prepared for:

**Central Council Tlingit & Haida Indian Tribes of Alaska
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INTRODUCTION

- The Central Council Delegate Election is governed by the Constitution of the Central Council of the Tlingit & Haida Indian Tribes of Alaska and Rules for the Election of Delegates to the Central Council of Tlingit & Haida Indian Tribes of Alaska.
- The Local Community Council is given the authority to hold the Election of delegates to the Central Council with funding provided to the local communities by Central Council.
- While many factors play a part in determining the general success of the Delegate Election process, an essential prerequisite is effective administrative direction and operating guidelines given the employees and committee members charged with carrying out the Delegate Election.
- These administrative procedures have been developed to clarify the *Rules for the Election of Delegates* and to provide a standardized format under which the Local Election Officials and employees will perform their duties.
- Wherever there is a conflict in these administrative procedures, the *Rules for the Election of Delegates* to Central Council shall govern.
- Local Community Council Executive Officers should be aware of the various Delegate Election target dates as this will require planning and scheduling meetings of the Local Community Council beginning in October of the year preceding the Delegate Election
- Local Elections for Community Council Members are governed by the local Community Council Constitution and may be conducted at the convenience of the local communities.

Enrollment Process

TRIBAL ENROLLMENT

The number of delegates elected to the Central Council is determined by the number of qualified enrolled Tribal citizens over age eighteen. Tribal Enrollment is also important for other reasons such as Local Community Council representatives; therefore, we have included a brief outline for Tribal enrollment for anyone who qualifies, whether voting age or not.

THE ENROLLMENT PROCESS

The following steps outline the enrollment process for applicants:

- ✓ Completed Enrollment application with required attachments is submitted to the Enrollment Office.
- ✓ Application is reviewed and verified by the Enrollment staff.
- ✓ If necessary, additional documentation to support application is requested.
- ✓ Application, when completed, is submitted to the Tribal Enrollment Committee at their next regularly scheduled Tribal Enrollment Committee meeting.
- ✓ Tribal Enrollment Committee reviews the application for approval or disapproval.
- ✓ Applicant is notified within 30 days of Tribal Enrollment Committee action.
- ✓ Approved applicants are entered into the Tlingit and Haida database roll and issued Tlingit and Haida Tribal citizenship identification cards.

APPLICATION PROCESS

Only a person of Tlingit and/or Haida blood residing in the United States or Canada who was a legal resident of the Territory of Alaska on June 19, 1935, or prior, *and their descendants* may apply for Citizenship on the Tlingit and Haida Tribal Roll.

Application for Citizenship on the Tlingit & Haida Roll requires the following information:

- ✓ Original Certified Copy of Birth Certificate - listing the parent(s).
- ✓ Adoptees - Pre-adoptive Birth Certificate and Certified Copy of New Birth Certificate.
- ✓ Must check – “Natural or Adopted” - application will be returned if not done.
- ✓ Completed Family Tree “to the best of their knowledge” - back of application form.
- ✓ Copy of Social Security Card.
- ✓ Sign and date the application.
- ✓ Include a telephone/message number.

If any part of the application is incomplete, the application will be returned for completion.

Any applicant needing help may call the Enrollment Office for assistance at 1-800-344-1432, ext. 7144 and 7143.

Enrollment Process

TRIBAL ENROLLMENT COMMITTEE

The Tribal Enrollment Committee consists of five members appointed by the President from the Central Council delegates.

The Tribal Enrollment Committee holds three (3) meetings per year.

All blood quantum questions that arise from applications are reviewed by the Tribal Enrollment Committee for approval.

Delegate Election Process

DELEGATE ELECTION

General Elections for Delegates to the Central Council are held on the third Thursday in March during even numbered years. Communities may hold the Election for Council Members at the same time.

The Local Community is charged with holding the Election of Delegates to the Central Council following the *Rules for the Election of Delegates*. This may be done:

- ◆ At the local level by the Local Election Officials
- ◆ By Central Council on behalf of the Local Community

DELEGATES

The number of delegates to be elected is one for each 150 persons or fraction thereof registered on the Official Voting List of the Local Community.

The terms of office for delegates is two years or until their successors are elected and seated.

The Local Community may fill a delegate vacancy occurring during the term of office of a delegate using the options in Rule 18 of the Rules for the Election of Delegates.

CANDIDATE QUALIFICATIONS

All candidates for Delegate to Central Council:

- ◆ Must be registered on the Official Voting List of The Local Community.
- ◆ May not be a permanent employee of the Central Council, except as an Executive Officer.
- ◆ May not have worked for Central Council within sixty (60) days of the date of the Delegate Election, except as an Executive Officer.

NOMINATIONS

Open Period – Nominations for delegates will be open on January 15 and close February 5.

Nominations for delegates are made in the following manner:

- ◆ **Special or Regular Meeting** – Nominations for delegates may be made at a regular or special meeting held for the purpose of nominating delegates. Anyone who wishes to be nominated and is unable to attend the meeting must provide a signed notice to someone in attendance indicating their interest in being a candidate. If a letter is not provided, the person may run only as a “write-in” candidate.

Delegate Election Process

NOMINATIONS-cont.

- ◆ **No Delegate Election Process Established** – Individuals desiring to be candidates may submit their name directly to Central Council by calling the Office of the Assistant to the President or designee during the open period.
- ◆ **Write in Candidates** - Anyone nominated or declaring candidacy after the close of nominations may run as a “write-in” candidate only.

CERTIFICATION OF CANDIDATES

The Local Election Officials will verify that the nominee is registered on the Official Voting List for The Local Community.

Any person whose name is not on the Official Voting List will be notified immediately by telephone with a written follow up that they are not a qualified candidate.

Anyone who was not in attendance at the meeting and did not furnish a letter declaring their candidacy will be notified that they are not a candidate.

The Local Election Officials will maintain a list of nominees and the person who nominated them, including an address and telephone number of both the candidate and the person who nominated them. The list must also indicate whether the person attended the meeting, and if not, whether a written declaration of candidacy was furnished.

CERTIFIED CANDIDATE LIST

The Local Election Official will publish the final certified list of candidates by February 12. This Certified Candidate List will be posted at one or more of the following places in descending order:

- Local Tribal Government office.
- ANB/ANS Hall.
- Other Community Center locations normally used by Tribal citizens.

The Local Election Officials Chairman will notify the Local President and CCTHITA – Assistant to the President and the CCTHITA Enrollment Officer – where this list is posted.

The Certified Candidate list may also be made available to anyone requesting it.

Delegate Election Process

VOTER ELIGIBILITY

The Local Enrollment Committee is in charge of the enrollment process which includes reviewing the Official Voting List for accuracy, ensuring all names of deceased members are removed, and updating address or name changes.

To be eligible to vote in the Delegate Election a person must be listed on the Official Voting List of the Local Community by December 11, and be at least eighteen (18) years of age by the Delegate Election which is held on the third Thursday in March. However, those who enroll after December 11 and are at least 18 years of age may still vote a questioned ballot.

- ◆ Enrolled Tribal citizens who live *within 100 miles* of a designated T & H Community will be registered with that community.
- ◆ Enrolled Tribal citizens who live *more than 100 miles away* from a designated T&H community may register at any T&H community of their choice.
- ◆ An eligible voter who is temporarily away from his/her official home community may vote absentee if he/she wishes as long as he/she does not participate in the Delegate Election process of the community of his/her temporary residence.

Change of Address/Name Change - An enrolled Tribal citizen who has moved from one community to another or had a name change must file a change of address/name change form with the Enrollment Department by December 11. The forms are available from the Local Community Council or Central Council Enrollment Department.

OFFICIAL VOTING LIST

The Official Voting List is the final list dated December 11 (December 22 if changed due to successful challenge) that has been certified by the Enrollment Officer of Central Council, listing all Tribal citizens eligible to vote in the Local Community and including those who will be age 18 by the Delegate Election date.

Posting The Official Voting List - The Chairman of the Local Election Officials must post the Official Voting List by December 11 at one or more of the following locations (in descending order of priority):

- Local Tribal Government office.
- ANB/ANS Hall.
- Other Community Center locations normally used by Tribal citizens.

The Local Election Officials Chairman must notify the Local President and CCTHITA – Assistant to the President and the Enrollment Officer – of the location this list is posted.

Delegate Election Process

Challenges - The Official Voting List is open to inspection by local citizenship and may be challenged by any eligible person. A written protest must:

- ✓ Be filed with the Local Election Officials.
- ✓ Be filed between December 11 and December 16.
- ✓ Include all documentation supporting the protest.

The Local Election Officials and the Central Council Enrollment Officer will review the protest within five (5) days after receipt of written challenge and make a determination by December 21.

If the protest is upheld by the Central Council Enrollment Office the Enrollment Officer will correct the Official Voting List by either removing or including the protested name and issue a corrected certified Official Voting List for that Community.

The corrected Official Voting List will be published by December 22 at the same locations as the previous list with notification to CCTHITA – Assistant to the President and the Enrollment Officer.

VOTING PROCESS

Voting is by secret ballot. Ballots are cast only by the enrolled Tribal citizen whose name is shown on the Official Voting Registry, or a Tribal citizen casting a “questioned” ballot. *Proxy voting is prohibited.*

Before receiving a ballot each voter must provide personal identification and sign his/her name on the official voting registry at the time of voting. The Local Election Officials manning the polls will verify:

- ✓ The person’s name is on the list.
- ✓ The person is of voting age.
- ✓ Valid identification (may be verified using his Tribal Enrollment Identification Card or other official identification or document).

Once the information is verified and the voter has signed the registry they will be given an official ballot.

If a Tribal citizen is not on the Official Voting Registry, after providing identification, they will be given a “questioned” ballot to vote.

BALLOTS

To maintain the integrity of the Delegate Election the ballots must be kept in a secure area and not available to public access. **The Local Election Officials must maintain inventory control throughout the Delegate Election and account for all the ballots printed, used, destroyed or other pertinent information.**

Delegate Election Process

BALLOTS-cont.

Ballots should not be allowed to be taken away from the polling place by citizens who are voting in person on Delegate Election Day.

Ballots will be printed using the official Central Council format. They will include all the names of the qualified candidates listed in alphabetical order. Larger communities may wish to rotate blocks of names. Voting instructions will include the number of allowable delegates to be elected. Communities that hold Local Elections at the same time should also include the number of council members to be elected. Make sure voters understand that ballots with more than the allowable votes will be voided.

QUESTIONED BALLOTS

Persons not appearing on the Official Voting Registry may vote a “questioned” ballot. Questioned ballots shall be handled in the following manner:

- a. The Ballot shall be placed in an unmarked envelope, which shall be placed in another envelope upon which shall be written: Name, Date of Birth, Social Security Number or Enrollment number, a telephone number and a list of Communities lived in prior to this Delegate Election with estimated dates.
- b. The Local Election Officials Chairman shall immediately check with Central Council Enrollment Officer or designee to see if the voter is on the CCTHITA Master List.
- c. If the voter is on the CCTHITA Master List, has not voted in another community and is eighteen years of age or over, the ballot will be placed in the ballot box to be counted.

ABSENTEE BALLOTS

Any citizen for whom it is inconvenient for any reason to vote in person at the polls is entitled to vote by absentee ballot. *The request must be made in time to allow the return of the ballot by the close of the polls on the Delegate Election Day.*

When Available - Absentee Ballots are to be made available on February 16.

How Requested -By the registered voter only; in person, by telephone or by mail.

Record keeping -Each request must be entered on the master registry showing:

- ✓ The date request was received;
- ✓ The date the ballot was mailed, or delivered;
- ✓ The date the completed ballot was received, and verified for voter eligibility;
- ✓ The date deposited with other ballots for counting, and;
- ✓ Initials of person receiving request and mailing or receiving absentee ballot.

Delegate Election Process

Absentee Ballot Packet - The absentee voting packet will include the following:

- a. Large Outer Envelope #1, addressed to voter at the most recent address of record;
- b. Instruction Sheet for voters;
- c. Official Ballot;
- d. Blank Envelope #2;
- e. Inner Envelope #3 with the T&H Logo, the words "Absentee Ballot", the T&H Enrollment and space for both the signature and printed name of the voter;
- f. Return Envelope #4, to hold Ballot Envelope #3.

Deadline - Ballots must be received by the time the polls close on Delegate Election Day. Ballots received after the deadline must be separated and clearly marked as being received too late.

Security - All returned absentee ballots must be kept in the sealed blank envelope and placed in the ballot box. Once the polls close, the ballot envelope should be opened by the Local Election Officials Chairman and mixed in the regular ballot box. There should be **no way to identify** who cast the ballot once it is placed in the official ballot box for counting. Do not unfold the ballot or examine its contents until all ballots are counted.

Prevent Duplicate Balloting - On the Delegate Election Day, the Local Election Officials must use the same Official Voting Registry showing the absentee voting record, for recording signatures of those casting their votes in person. Do not give a ballot at the polls to a person whose name is marked as having received an absentee ballot unless the absentee ballot record shows no ballot having been received from the requestor. Make a record of any such transaction and attach it to the Official Voting Registry.

POLLING PLACE

Official Polling Place - Local Tribal Government office, ANB/ANS Hall or the location normally frequented by Tlingit & Haida citizens.

Supervising Polls - The Local Election Officials are in charge of supervising the polling place during the Delegate Election. There should be at least one member of the Local Election Officials present at each polling place during the time the polls are open.

Name Tags - All Local Election Officials should wear name tags during the time they are working in the polling area.

Ballot Box - The Ballot Box will remain locked at all times until the polls close and the ballots are removed for tallying.

Any person who is a candidate may not be within 100 feet of the polling place except to cast their

Delegate Election Process

ballot and may not campaign within the immediate area.

TALLYING BALLOTS

The regularly cast ballots and absentee ballots will be tallied immediately after the polls close on Delegate Election Day.

When the polls close the Ballot Box will be taken to a designated tally area where the Chairman of the Local Election Officials will open the ballot box.

The ballots should be tallied with a tally team made up of a caller, a judge and three counters. Tally forms and instructions are included in the form section of this handbook.

DELEGATE ELECTION RESULTS

The elected delegates are determined by the candidates receiving the highest number of votes until the number of qualified delegates is elected. The Local Election Officials Chairman will prepare a "Certification of Delegate Election" report showing:

- ✓ Total number of ballots cast.
- ✓ Total absentee ballots.
- ✓ Total questioned ballots.
- ✓ Total ballots invalidated.
- ✓ Total valid ballots counted.
- ✓ List of candidates and the number of votes for each candidate.
- ✓ The report is certified by signature of all the Local Election Officials members.

A separate list of successful candidates will be prepared by the Local Election Officials showing in descending order the winners according to the number of votes received and certified by signature of the Local Election Officials.

Both reports will then be forwarded to the Assistant to the President or designee of the Central Council as soon as they are completed. The Delegate Election results will be posted as soon as available but not later than the close of business on the Friday following the Delegate Election.

The Local Election Officials shall place the ballots and tally sheets in a secure location to be retained until after the Tribal Assembly, at which time the ballots and tally sheets will be destroyed.

TIE VOTES

In the event of a tie for the final delegate position the winner will be determined by a coin toss or any decision by chance acceptable by the tied candidates. The tie break ceremony will be performed by the Chairman of the Local Election Officials and will take place before the close of business the day after the Delegate Election. If one of the candidates does not attend, the tie break will be guided by the decision of those present. If no candidates are available by the designated

Delegate Election Process

time a proxy tie-break will be conducted by the Local Election Officials and documented as such.

Delegate Election Process

CHALLENGES OF DELEGATE ELECTION

Challenges - Any registered Tribal citizen may challenge the Delegate Election results of his/her Community. The challenge period is a three (3) day period – Monday through Wednesday – following the Delegate Election.

On the Monday following the Delegate Election, Central Council will appoint a three (3) member Election Challenge Committee with two (2) alternates to review any challenges that may arise.

Procedures for the challenge are as follows:

- Tribal citizen will furnish a written notice with supporting documents to the Central Council President or the Chairman of the Delegate Election Challenge Committee and to The Local Election Officials.
- The Local Election Officials will respond to the Tribal citizen advising they have forwarded the documents to the Central Council President or Chairman of the Challenge Committee.
- The CCTHITA Challenge Committee will review the objections and determine if further action is warranted.
- *All efforts must be made to resolve the problem through the teleconference, fax or e-mail without incurring additional expense of travel.*

Valid Objections - If the Committee determines the objections are valid and are of a nature to so warrant, then the committee may:

- ◆ Order a recount of all ballots cast, or
- ◆ Hold a new community Delegate Election.

A recount will be used only if the objection is based on a tied election. All other irregularities will require a new Delegate Election. A recount for a tie will take place only if requested through the Challenge Process as shown above.

The issue of nepotism between the Local Election Officials and candidates is not considered a valid reason for challenging the Delegate Election.

New Delegate Election - If a new Delegate Election is ordered, only the previous nominees who qualify shall be the candidates. Any write-in candidates in the second Delegate Election who were not write-in candidates in the first Delegate Election will not be qualified to serve regardless of the number of votes received.

The Delegate Election will be conducted under the procedures determined by the Central Council President or the Central Council Delegate Election Challenge committee.

Delegate Election Officials

LOCAL ELECTION OFFICIALS AND ENROLLMENT COMMITTEE

The Delegate Election process is carried out by the Local Election Officials and Local Enrollment Committee. These committees may include Local Community Council staff. These Local Election Officials will work in conjunction with the Central Council Enrollment Officer, the Assistant to the President and other designated staff, in carrying out the functions of the Delegate Election process.

The members of the Local Election Officials and the Enrollment Coordinator are appointed by the Local Community Council. *The Local Election Officials may not be a candidate.* An Election official who wishes to be a candidate for delegate must resign his/her committee appointment prior to January 15. An Election official who did not resign and receives votes as a write-in candidate will not be qualified to serve as a delegate.

It is the responsibility of the Local Community Council to address the issue of nepotism between the Local Election Officials and candidates. They may take action to either confirm or deny the appointment.

An orientation meeting should be held for all Local Election Officials and Local Community Council Officers. Meetings should be kept to a minimum in order to stay within the allotted fund allocation.

The Local Election Officials are compensated by Central Council. The total number of hours for compensation depends on the annual budget allowance and allocation based on community size. The compensation may include time for committee meetings, tribal enrollment duties, manning the polls, and tally hours.

ENROLLMENT COMMITTEE

The Local Enrollment Committee is appointed by the Local Community Council by November 1 proceeding each Delegate Election year.

This committee is responsible and authorized to update the local enrollment list in preparation for the Delegate Election. The updated list will be used to determine the number of delegates and council members.

LOCAL ELECTION OFFICIALS

This committee is responsible for ensuring that the Delegate Election procedures are implemented and to man the polls during the Delegate Election. The Local Election Officials are appointed by the Local Community Council by December 1 proceeding the Delegate Election year.

The members will include the Chairman/Judge and such number of tellers as authorized by the Council. The Local Election Officials Chairman is responsible for managing the Delegate Election budget and providing required reports to the Local Community Council and CCTHITA.

Committee & Delegate Election Officials

LOCAL ELECTION OFFICIALS DUTIES

The Local Election Officials are responsible for general oversight of the Delegate Election which includes preparing the calendar, reviewing and finalizing notices, notifying candidates, manning the polls and counting the ballots. The tellers will be used for manning the polls and counting ballots after the Delegate Election. The duties of the officials will include:

- Review Calendar & Target Dates - change as appropriate.
- Review Notices - change as appropriate.
- Post Notices on appropriate dates - newspaper - flyers - faxed to Native organizations.
- Review Candidate List.
- Notify Candidates of "Meet the Candidates Meeting" - for speeches.
- Review Ballots.
- Man the Polls.
- Count the Ballots.
- Prepare Delegate Election Report of successful candidates.
- Prepare Final Delegate Election Report to Local T & H President & Central Council.

Budget & Authorized Expenses

BUDGET

The budget allocation for the local Delegate Election expenses should follow the standard rate set by Central Council. If additional costs are incurred these expenses must be paid by the Local Community Council.

The budget assumes the Enrollment Committee will conduct the voting list update and outreach for new applicants and work with the Local Election Officials to begin the Delegate Election process.

The budget allows the Judge and Tellers enough funds to hold an orientation and committee meeting plus cover the costs for the day and evening on the Delegate Election Day.

When Central Council conducts the Delegate Election on behalf of the community the only authorized expense is for the Enrollment Coordinator and miscellaneous office expenses.

Delegate Election Checks - The check is sent directly to the Community Council President for disbursement. Expense payout records should be maintained by the Local Election Officials Chairman. *Newspaper ads are costly and not very effective and should be kept to a minimal amount.*

Delegate Election Night - Food may be purchased for Delegate Election night out of the allocated budget from Central Council during the counting of the ballots, but the cost should not be more than \$10 per person.

Record of Delegate Election Payouts - A report of Delegate Election payouts should be maintained and attached to the final Delegate Election report sent to Central Council.

Following is the estimated budget for each community based on estimated voting citizens and delegates:

Enrollment Coordinator Salary:

- \$900 – Communities with over 15 delegates
- \$600 – Communities with 6-14 delegates
- \$300 – Communities with 1-5 delegates

Judges Salary:

- \$266 - \$14 X 19 hours – Communities with over 15 delegates
- \$266 - \$14 X 19 hours – Communities with 6-14 delegates
- \$266 - \$14 X 19 hours – Communities with 1-5 delegates
- – *Judge assumed to be Polling Official on Delegate Election Day*

Budget & Authorized Expenses

Tellers Salary:

- \$445.50 @ \$11 X 13.5 hours for 3 tellers -- Communities with over 15 delegates
- \$445.50 @ \$11 X 13.5 hours for 3 tellers -- Communities with 6-14 delegates
- \$220.00 @ \$11 X 20.0 hours for 1 teller -- Communities with 1-5 delegates

Delegate Election Expenses

- \$600 – Communities with over 15 delegates
- \$300 – Communities with 6-14 delegates
- \$100 – Communities with 1-5 delegates

The Local Election Officials can reevaluate individual community advertising expenses seeking reasonable expenditures.

Communities – over 15 delegates:

Juneau
Seattle

Communities – 6 –14 delegates:

Anchorage
Ketchikan
Sitka

Communities – 1-5 delegates:

Angoon	Hydaburg	Klukwan	San Francisco
Craig	Kake	Metlakatla	Saxman
Haines	Kasaan	Pelican	Wrangell
Hoonah	Klawock	Petersburg	Yakutat

Notices, Forms & Reports

NOTICES FORMS & REPORTS

The section contains samples of enrollment forms, notices and various reporting forms that may be used by the Delegate Election and Enrollment Committees.

Some of the notices and forms are optional and indicate such on the sample.

Enrollment Form - Official form from CCTHITA Enrollment Department.

Update or Correct Enrollment Information - Change of address/name change – CCTHITA.

Official Voting List - Records absentee ballot information and in person ballot signature register.

Official Notice Of Delegate Election - Date of the Delegate Election, place and hours of polls, voter eligibility and voting procedures including absentee balloting.

Nominations List - List of nominees as they are nominated, maintained by the Local Election Officials.

Nomination Enrollment Certification - List of qualified nominees certified by the Enrollment Officer.

Official Candidate List - List of certified candidates for posting, prepared by the Local Election Officials.

Official Ballot - Includes all names of qualified candidates with spaces for write-in candidates.

Absentee Ballot Instructions - Used by voters who are not able to vote in person.

Tally Form - used for recording voting results.

Certification of Delegate Election - The Local Election Officials certified report of Delegate Election Results.

Official Delegate Election Report of Elected Delegates - List of certified winners of Delegate Election – to be posted.

Record of Delegate Election Expenses - Maintained by the Local Election Officials Chairman and turned in with the final report to Central Council.

The Local Election Officials Time Log - Maintained by the Local Election Officials Chairman.

Committee Meeting Minutes Format - Maintained by the Local Election Officials Chairman.

Notices, Forms & Reports

Final Election Officials Report - Turned into the Local Community Council President and Central Council office (Assistant to the President or designee).

Official Notice Of Enrollment - Advising of the final date to enroll, change address/name to be eligible to vote in local Delegate Election.

Notice Of Nominations - Announcing the meeting date and place for opening of nominations. This notice is optional.

Meet the Candidates Meeting - Announcing the meeting date for candidate speeches. This should take place prior to the Delegate Election. This notice is optional.

Notice of the Delegate Election Date - Announcing the date of the Delegate Election, the polling place and the polling hours. This notice is optional.

Notices, Forms & Reports

ENROLLMENT APPLICATION

This is a sample of the Official Enrollment Application Form – The Original Application must have the CCTHITA Logo on application.

**ATTENTION: CITIZENSHIP IS LIMITED TO TLINGITS AND HAIDAS.
YOU MUST COMPLETE FRONT AND BACK PLEASE!**

FULL NAME: _____
OTHER NAMES USED (Maiden, Etc.): _____
MAILING ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE NO.: () _____ SOCIAL SECURITY NO.: _____
(REQUIRED FOR I.D. CARD)

SEX: _____ Male _____ Female

BIRTHDATE ____/____/____ BIRTHPLACE _____

TLINGIT _____ HAIDA _____ CLAN: Eagle _____ Raven _____

APPLICATION FILED BY: _____ Parent _____ Sponsor _____ Self

PLEASE INDICATE: _____ Natural Child _____ Adopted Child

NAME OF PERSON FILING APPLICATION: _____

MAILING ADDRESS: _____
CITY _____ STATE _____ ZIP CODE _____

RELATIONSHIP TO APPLICANT: _____

**ONE OR MORE OF THE FOLLOWING DOCUMENTS IS REQUIRED FOR VERIFICATION:
INCOMPLETE APPLICATIONS WILL BE PROMPTLY RETURNED.**

_____ CERTIFIED BIRTH CERTIFICATE (Listing both parents.) PHOTO COPIES AND BIRTH CARD NOT ACCEPTABLE.

_____ PATERNITY PAPERS (if Native Parent is not on birth certificate.)

I hereby certify that the statements given for the purpose of Tlingit and Haida enrollment are correct and true.

SIGNATURE DATE

NOTICE OF FALSE OR MISLEADING INFORMATION:

If any statements are proven to be misleading or false, penalties may include: delay, disenrollment, criminal and/or civil charges filed against provider.

PRIVACY ACT NOTIFICATION:

All enrollment information will remain confidential.

Revised 12/7/94

OVER

Notices, Forms & Reports

Enrollment Form Back

For a complete copy of the family tree section of Enrollment Application please contact your local Enrollment Coordinator or Central Council's Enrollment Department at 1-800-344-1432 ext. 7144. You may also visit our web site at www.ccthita.org go to departments click Program Compliance (formerly Tribal Enrollment), click enrollment application, click application and print.

Notices, Forms & Reports

UPDATE ENROLLMENT INFORMATION

REQUEST TO CHANGE ENROLLMENT OR VOTING RECORDS

CHANGE OR CORRECT ENROLLMENT RECORD		
FIELD NAME	CHANGE FROM	CHANGE TO
First, Middle Names		
*Last Name (need Legal Doc.)		
Sr., Jr., III, IV etc.		
Mailing Address		
City, State, Zip		
Home Phone		
Work Phone		
Cell Number		
Email Address		
Birth Date		
Social Security Number		
Enrollment Number		
Deceased (if you have death certificate please attach)		
Deceased certification	President Signature	

UPDATED VOTING COMMUNITY	
Complete only if you live 100 miles outside of a voting community	
Check only one T&H community for voting purposes:	
<input type="checkbox"/> Anchorage <input type="checkbox"/> Angoon <input type="checkbox"/> Craig <input type="checkbox"/> Haines <input type="checkbox"/> Hoonah <input type="checkbox"/> Hydaburg <input type="checkbox"/> Juneau <input type="checkbox"/> Kake <input type="checkbox"/> Kasaan <input type="checkbox"/> Ketchikan <input type="checkbox"/> Klawock <input type="checkbox"/> Klukwan <input type="checkbox"/> Metlakatla <input type="checkbox"/> Pelican <input type="checkbox"/> Petersburg <input type="checkbox"/> Saxman <input type="checkbox"/> Sitka <input type="checkbox"/> Wrangell <input type="checkbox"/> Yakutat <input type="checkbox"/> Seattle <input type="checkbox"/> San Francisco	
Check only one reason for your request:	
<input type="checkbox"/> I am temporarily away from my permanent residence because of college, military service, medical or other reasons. The community listed is either my permanent or temporary residence. <input type="checkbox"/> Live Outside T&H Community	

ENROLLMENT CARD (ID) - New Photo Identification cards - If you have not received a new card please stop by the Tribal Enrollment office and have your picture taken and a new ID card will be issued.	
CERTIFIED	
Signature	Date

* I.E. Marriage Certificate, Court Decree, Driver's License

Notices, Forms & Reports

OFFICIAL VOTING LIST

Official Voting List

This Official Voting List is furnished by the Enrollment Office and is used to keep records of the absentee ballots. The following information is recorded in the columns provided:

- Date Requested - Initials of person receiving the request.*
- Date Mailed - Initials of person mailing the ballot packet.*
- Date Ballot Received Back from Voter - Initials of person receiving the packet. Comments if appropriate.*

<u>Enrollment Name</u>	<u>Signature</u>	<u>Absentee Voting Information.....</u>
The Local Community: Eligible Voters as of February 15, 2XXX		
		Date Requested By Init. - Mailed By Init. - Date Received By Init. - Comments

8500 John Doe _____
7100 Mary Smith _____

Notices, Forms & Reports

OFFICIAL NOTICE OF DELEGATE ELECTION

NOTICE OF DELEGATE ELECTION FOR DELEGATES

To the
Central Council of Tlingit and Haida Indian Tribes of Alaska

DATE OF DELEGATE ELECTION.	March 18, 2010
VOTING HOURS.	X:00 AM to X:00 PM
POLLING PLACE.	ANB Hall

NOMINATION & QUALIFICATION OF CANDIDATES

Open Period for Nominations: 01-15-2010 / 02-05-2010

Candidates for delegate to Central Council:

- Must be on Official Voting List for *Local Community*.
- May not be permanent employee of Central Council except as Executive Officer.
- May not have worked for Central Council within sixty (60) days of Delegate Election except as an Executive Officer.

Nominations will be open from 01-15-10 to 02-05-10. Nominations will be made:

- At a Regular or Special Meeting Held on 0X-XX-20XX, from X:00 AM to X:00 PM.
- If not at meeting, need signed letter indicating interest to serve and be nominated.

Write in Candidates - anyone nominated or declaring candidacy after the close of nominations or has not provided a letter of interest If not at nomination meeting may run as a "write-in" candidate.

Nominations must include names of both nominee and nominator

The Official list of nominees will be submitted to Central Council on 2-5-2010.

Notices, Forms & Reports

PAGE 2 OF NOTICE

VOTER ELIGIBILITY & ENROLLMENT

Open Period for Enrollment or corrections: 12-05-2010

- In order to vote in the *Local Community* you must be:
- Eighteen (18) years of age by the Delegate Election Date.
- Enrolled to Central Council or application submitted by 12-05-2010.
- Listed on the Official Voting List for *Local Community*.

- If you do not live in a T&H community, you must register with the nearest T&H community within 100 miles of your residence.

- If you live **more than 100 miles away** from a T&H community, you may register at any T&H community of your choice.

Enrollment applications may be obtained by calling your local Enrollment Coordinator or the Central Council Enrollment Officer at 1.800/344-1432.

VOTING PROCEDURES

Voting Opens: absentee 02-16-2010; in person 03-18-2010. Both close 03-18-2010 at X:00 PM

In Person - Vote by appearing at the designated polling place, cast a ballot after identifying yourself as a qualified voter.

Absentee - Absentee ballots may be requested beginning 02-16-2010 and must be received before the polls close at X:00 PM on 03-18-2010. You may vote absentee:

- If you think you can't get to the polls on Delegate Election Day.
- If you live away from *Local Community* and are registered to *Local Community*.
- If you expect to be traveling during the Delegate Election period.

Request an absentee ballot packet by calling Local Delegate Election Chairman or the Central Council Enrollment Officer at 1-800-344-1432, ext. 7143.

Absentee ballot must be returned and placed in the ballot box by the closing of the polls in order to be counted.

Notices, Forms & Reports

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RULES OF DELEGATE ELECTION

The *Constitution and Official Rules of Delegate Election* of the Central Council Tlingit and Haida Indian Tribes of Alaska may be obtained from your local The Local Election Officials or by calling the Enrollment office at 1.800/344-1432 ext. 7144 or 7143.

LOCAL COMMUNITY THE LOCAL ELECTION OFFICIALS

Office	Name	Work phone	Home phone	Fax/Email
Judge/Chairperson				
Enrollment Coordinator				
Teller 1				
Teller 2				
Teller 3				

DATE _____

Notices, Forms & Reports

NOMINATIONS LIST

The Local Community T & H Central Council
Nominations for Delegate Election
Meeting Date:
Keep in order of nomination & List all nominees

Nominee	Address: Include changes	Phone	Nominated By	Attended Meeting?	Candidate Letter?
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Notices, Forms & Reports

NOMINEE ENROLLMENT CERTIFICATION

**The Local Community Tlingit & Haida Central Council
Nomination Clearance
Eligible Nominees - verified as enrolled**

Name of Candidate	Address	Phone #	Enrolled

APPROVED

CORRECTION NOTED

/s/ _____
CCTHITA Enrollment Officer

DATE _____

Notices, Forms & Reports

OFFICIAL CANDIDATE LIST

**The Local Community Tlingit & Haida Central Council
Delegate Election - March (Third Thursday), 2010
Certified Candidate List**

For Delegate Election as Delegates to Central Council

**List Names of Candidates in order of nomination - After they have been cleared
by Enrollment.**

Notices, Forms & Reports

OFFICIAL BALLOT

OFFICIAL BALLOT

2010 DELEGATE ELECTION OF DELEGATES TO CENTRAL COUNCIL

T&H Voting Community	Authorized No. Of Delegates
----------------------	-----------------------------

BALLOT INSTRUCTIONS

- *Vote for no more than (____) candidates. If you vote for more than that number, your ballot will be invalidated.*
- *Mark your vote 'X' in ink. Write-in votes must also be marked with an 'X'.*
- *If voting by mail or absentee ballot, there may not be enough time to get a new ballot so please use caution in marking your ballot!*

NOMINEES

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 1. _____ | <input type="checkbox"/> 4. _____ |
| <input type="checkbox"/> 2. _____ | <input type="checkbox"/> 5. _____ |
| <input type="checkbox"/> 3. _____ | <input type="checkbox"/> 6. _____ |

WRITE-IN CANDIDATES

Must be enrolled and on community voting list

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 1. _____ | <input type="checkbox"/> 3. _____ |
| <input type="checkbox"/> 2. _____ | <input type="checkbox"/> 4. _____ |

**Fold and Deposit this Ballot in Your Delegate Election Ballot Box, or
Mail to Delegate Election Supervisor**

Notices, Forms & Reports

ABSENTEE BALLOT INSTRUCTIONS

Absentee Ballot Instructions to Voters CASTING AND RETURNING ABSENTEE BALLOTS

Illustrations of these instructions are shown on the other side of this sheet. Please read this before marking your ballot!!!

1. Your ballot must be in the mail early enough that it is received by your community Delegate Election office by the close of business, on Delegate Election Day! Mail early to avoid post-office delays!
2. Please review the names of candidates thoroughly so you know how many you may vote for. If you vote for more than the number allowed, your ballot cannot be counted. A second ballot may be sent, but you still have to get it back to your Delegate Election official by the close of the polls on Delegate Election Day.
3. Mark your ballot IN INK with an X beside the name/s you choose.
4. If you want to write in name/s you may do so in the blank voting space at the bottom of the ballot. MARK AN X BESIDE THE NAMES/S OR YOUR WRITE-IN VOTE/S WILL NOT COUNT.
5. Don't sign your name on the ballot form.
6. Seal the ballot inside the envelope with the words "ABSENTEE BALLOT" showing. Sign the envelope in the proper space.
7. Put the "ABSENTEE" envelope inside the postage paid envelope addressed to The Local Election Officials or Central Council. This is your ballot package.
8. Return the ballot by adding postage or delivering to your local Delegate Election chairman!

THANK YOU FOR VOTING!!

Page 2 of Absentee Ballot Instructions

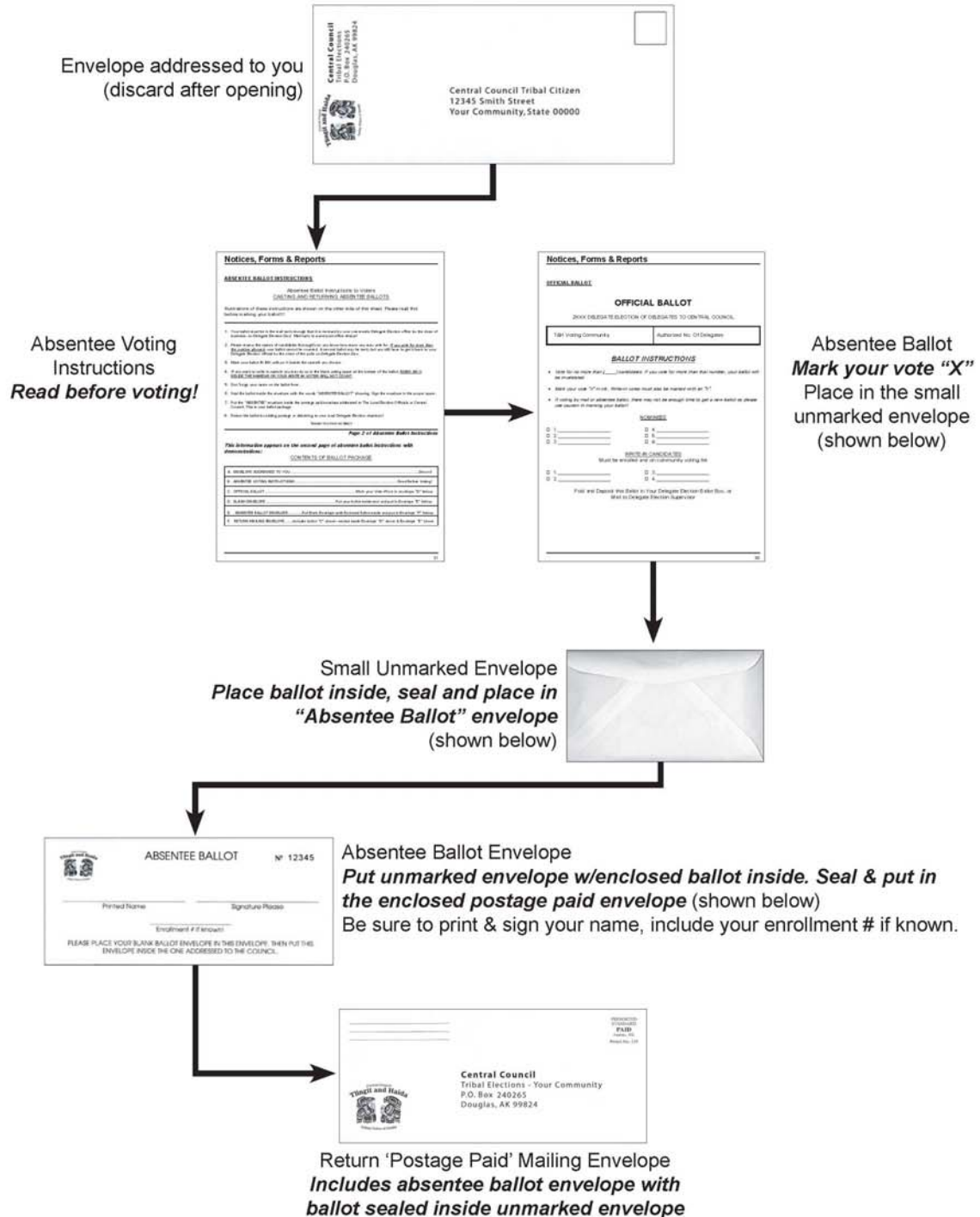
This information appears on the second page of absentee ballot instructions with demonstrations:

CONTENTS OF BALLOT PACKAGE

A. ENVELOPE ADDRESSED TO YOU.....	Discard
B. ABSENTEE VOTING INSTRUCTIONS.....	Read Before Voting!
C. OFFICIAL BALLOT.....	Mark your Vote--Place in small Blank Envelope
D. BLANK ENVELOPE.....	Put your ballot inside—seal and put in Absentee Ballot Envelope
E. ABSENTEE BALLOT ENVELOPE.....	Put Blank Envelope with Enclosed Ballot inside and put in Return Mailing Envelope
F. RETURN MAILING ENVELOPE....	contains Ballot, sealed inside Blank Envelope, sealed inside Absentee Ballot Envelope

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Contents of Ballot Package



Notices, Forms & Reports

SAMPLE TALLY FORM

Sample - Tally Form

This form may be expanded to include additional columns & rows.

20XX - T&H DELEGATE ELECTION TALLY RECORD

COMMUNITY

Candidate	05	10	15	20	25	30	35	40	45	50	55	60	65	70	TOTAL
Name	IIII														5
Name	IIII	IIII													10

s/ _____ Teller Date _____

Notices, Forms & Reports

CERTIFICATION OF DELEGATE ELECTION

CERTIFICATION OF DELEGATE ELECTION

2010 TINGIT AND HAIDA DELEGATE ELECTION

Community: _____

We hereby certify that the records reflected on the T&H Delegate Election Report and T&H Delegate Election Tally Sheet are accurate; that all persons shown as having been furnished with a ballot, did receive one (1) ballot; and that all returned ballots and persons voting at the polls are as shown. We further certify the accuracy of the signed tally sheet and declare the Delegate Election of the _____ highest vote getters:

Total ballots cast _____
 Total absentee ballots _____
 Total questioned ballots _____
 Total ballots invalidated _____
 Total valid ballots counted _____

CERTIFICATION

Title	Signature	Date
Delegate Election Judge		
Teller 1		
Teller 2		
Teller 3		
Enrollment Coordinator		

Date Posted: _____ Time Posted: _____

Posted by: _____ /s/

Notices, Forms & Reports

OFFICIAL REPORT OF ELECTED DELEGATES

List according to the highest vote getters in descending order.

Official Delegate Election Report of Elected Delegates

The *Local Community* Delegates

March 18, 2010

Delegate	Total Votes	Name
1	186	Last, First
2	178	Last, First
3	176	Last, First
4	172	Last, First

/s/ _____ Date _____
The Local Election Officials Chairman

Notices, Forms & Reports

RECORD OF DELEGATE ELECTION EXPENSES

Record of Delegate Election Payouts

T & H Community:

T & H President: _____ *Person in Charge of Account:* _____
 Name: _____ Name: _____

Date	Cash (X)	Check #	Amount	Payee	Purpose

Notices, Forms & Reports

THE LOCAL ELECTION OFFICIALS TIME LOG

The Local Election Officials Time Log

Complete a separate time sheet for each day of work.

Date:

Position	Name	Time Start	Time End	Hours	Payment
Judge/Chair					
Enrollment Coordinator					
Teller 1					
Teller 2					
Teller 3					
Teller 4					
Teller 5					
Teller 6					

Notices, Forms & Reports

COMMITTEE MEETING MINUTES FORMAT – OPTIONAL USE

The Local Community Tlingit & Haida Central Council The Local Election Officials Meeting Minutes

Location: _____ Date: _____

Chair: _____ Time Start: _____ End: _____

Committee Members		P/A	Guests Attending
1.			1.
2.			2.
3.			3.
4.			4.
5.			5.
6.			6.
Agenda			
Call to Order			
Roll Call			
Minutes of Previous Meeting			
1			
2			
3			
4			
Committee Actions (don't list roll call, etc.)			
1.			
2.			
3.			
4.			
5.			
6.			
	Next Meeting Date - -		

The use of this form is optional

Notices, Forms & Reports

FINAL COMMITTEE DELEGATE ELECTION REPORT

Final Delegate Election Report - Local Community

A final Delegate Election report will be prepared by the Local Election Officials and will be furnished to the President of the Local Community Council and a copy sent to the Assistant to the President of the Central Council no later than 5 days after the Delegate Election has been certified.

The report should include the following information:

- ✓ Committee Members.
- ✓ Committee Meetings - Number held & dates - attach minutes.
- ✓ Official Notice of Delegate Election - Copy attached - Location posted.
- ✓ All other Notices - Enrollment & Delegate Election - List kind of notice and locations posted
- ✓ Nominations - include the following:
 - Total nominated.
 - Total Declined/Withdrawn (list names).
 - Total Listed on Ballot.
 - Total Write-in Candidates.
- ✓ Polls - Location & Hours.
- ✓ Ballot Report - include the following:
 - Total Ballots.
 - Number of Absentee.
 - Number of Questioned.
 - Number of Invalid.
 - Number of Valid Counted.
 - Results - Tally for each candidate - Official Winners.
 - Ties & Tie Break Report.
 - Where Ballot Box is secured.

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OFFICIAL ENROLLMENT NOTICE

The Local Community Tlingit & Haida

Delegate Election for **Delegates to Central Council**

Only Enrolled members over age 18 registered on the *Official Voting List* of the Local Community are eligible to VOTE! Enrollment is open for:

TRIBAL ENROLLMENT

Or

CHANGE ADDRESS/NAME CHANGE

by December 10, 2010

Contact Local Enrollment Coordinator
Or Central Council Enrollment Office at 1-800-1432, ext. 7144 or 7143

DELEGATE ELECTION DAY - March 18, 2010

Notices, Forms & Reports

FLYER/NEWSPAPER NOTICE OF NOMINATIONS MEETING – OPTIONAL USE

The Local Community Council

All Tribal citizens are invited to:

Information & Nomination Meeting *Potluck Dinner*

NOMINATIONS FOR: Central Council Delegates
X:00 pm - X:00 pm

REPORT: Local Community Council President
X:00 pm - X:XX pm

February X, 20XX (Thursday Evening)
Community Center – address

The use of this Notice is optional

Notices, Forms & Reports

NEWSPAPER/FLYER MEET THE CANDIDATES – OPTIONAL USE

**This meeting should be scheduled at least 5 to 10 days before the
Delegate Election**

**2010 DELEGATE ELECTION
FOR
Delegates to Central Council**

Meet the Candidates Night

***When :* *March (second Thursday), 2010*
Time : *Scheduled Meeting Start and End Time*
Where: *Address of Meeting Place***

**Tribal citizens exercise your right to VOTE
by making informed choices!!**

For information - call (Contact) at XXX-XXXX

The use of this Notice is optional

Notices, Forms & Reports

NEWSPAPER/FLYER DELEGATE ELECTION NOTICE – OPTIONAL USE

2010 Delegate Election for Delegates to Central Council

Delegate Election Day!!

- When : March 18, 2010
- Time : X:XX am to X:XX pm
- Where: Local Location

***Tribal citizens
Exercise your right to VOTE!!***

Vote!! Vote!! Vote!! Vote!! Vote!! Vote!! Vote!! Vote!! Vote!! Vote!!

The use of this Notice is optional

Notices, Forms & Reports

TARGET DATES FOR DELEGATE ELECTION PROCESS

2010 Target Dates

Delegate Election of Delegates to T&H Central Council

- **APPOINT ENROLLMENT COMMITTEE****BY NOVEMBER 1**
Local Enrollment Committee/Coordinator appointed by Local Community Council. — **Rule 4.B**
- **NOTICE OF ENROLLMENT REQUIREMENTS**.....**BY NOVEMBER 15**
A notice must be published by November 15 stating the enrollment process and deadline. — **Rule 8**
- **APPOINT THE LOCAL ELECTION OFFICIALS**.....**BY DECEMBER 1**
The Local Election Officials appointed by Local Community Council; may be the same as the Enrollment Committee with approval of Local Community Council. — **Rule 4.C**
- **POST OFFICIAL VOTING LIST****DECEMBER 11**
By December 11 the Local Election Officials shall post the alphabetical list of persons eligible to vote in the community. — **Rule 7**
- **CHALLENGE VOTING LIST**.....**DECEMBER 11-16**
Written protest must be submitted to the Local Election Officials Between December 11-16. The Chairman shall notify Central Council of its decision by December 16. — **Rule 7**
- **DELEGATE ALLOTMENT ESTABLISHED**.....**AS OF DECEMBER 22**
Date of the voter registry upon which delegates per community shall be determined. — **Rule 11.2**
- **APPOINTMENT OF THE LOCAL ELECTION OFFICIALS BY CENTRAL COUNCIL**.....**JANUARY 15**
If Local Council for any reason is not able to appoint the Local Election Officials, Central Council may make alternate arrangements for the Delegate Election process. — **Rule 4.C**
- **NOTICE OF DELEGATE ELECTION**.....**NO LATER THAN FEBRUARY 1**
Each Local Election Officials shall publish a notice of Delegate Election before February 1, specifying the date of Delegate Election, place and hours for polling, nomination of candidates, and procedures for voting including those for absentee voting. — **Rule 8.2**
- **NOMINATIONS**.....**JANUARY 15 THROUGH FEBRUARY 5**
Nominations lists must be submitted to Central Council by February 5. Nominations shall be made in regular or special meetings called for that purpose. — **Rule 6**
- **LIST OF NOMINATED CANDIDATES****FEBRUARY 12**
A complete list of nominated candidates to be published. — **Rule 8.2**
- **BALLOTS AVAILABLE**.....**FEBRUARY 16**
Official ballots including absentee ballots must be available in sufficient quantities on an approved format by Central Council, not less than 30 days prior to the Delegate Election. — **Rule 8.2.E**

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- **HOLD DELEGATE ELECTIONS.....THIRD THURSDAY IN MARCH**
Delegate Elections shall be held every even-numbered year on the third Thursday in March. — **Article V.1, Constitution**

- **ABSENTEE VOTING.....BY DELEGATE ELECTION DAY - THIRD THURSDAY IN MARCH**
Ballots must be returned in time to be counted along with the other ballots on Delegate Election Day. — **Rule 9.2**

- **SUBMIT DELEGATE ELECTION REPORT.....NO LATER THAN THIRD FRIDAY IN MARCH**
A written report must be submitted to Central Council as soon as results are known or no later than close of business the following work day. — **Rule 12.1**

- **CHALLENGE DELEGATE ELECTION..... BY MONDAY FOLLOWING DELEGATE ELECTION**
Written challenges must be postmarked within three days of certification and posting of Delegate Election results and must be addressed to the: **President, Central Council T&H, 320 W. Willoughby Ave., Suite 300, Juneau AK 99801**. Grounds for protest must be listed and substantiating evidence must be included. — **Rule 16**