RULES AND REGULATIONS OF THE CHEROKEE NATION ELECTION COMMISSION

Chapter 1: General Provisions

§1.01 Purpose of Regulations.

The following rules and regulations ("Regulations") are adopted by the Cherok Nation Election Commission ("Commission") pursuant to 26 CNCA §1 and Cherokee Nation Legislative Act 06-10.

§1.02 Scope of the Regulations.

These Rules and Regulations apply to all Cherokee Nation elections.

§1.03 Definitions.

(Reserved)

§1.04 Effective Date.

The Regulations shall be effective immediately upon adoption by the Commission. The Commission shall commence implementing these regulations as soon as practicable after their adoption.

§1.05 Rule of Interpretation.

These Regulations shall be interpreted and applied in a manner consistent with Legislative Act 06-10 and pursuant to the Constitution of the Cherokee Nation.

§1.06 Computation of Time.

Whenever these Regulations or any order or notice of the Commission requires that an act be performed and/or commenced within a designated period of time and the last day of such designated period falls on a Saturday, Sunday, federal or Cherokee Nation holiday, then the period of time shall be extended to the next day following the last day of the period which is not a Saturday, Sunday, federal or Cherokee Nation holiday. In computing time, all days shall be counted, including intervening weekend days and holidays, except that the date upon which the decision, order or notice was issued shall not be included in the computation. Where under these Regulations or any notice or order of the Commission a time period commenced running upon the receipt of a decision, notice or order, the period shall commence running on the next day following such receipt.

§1.07. Service of Documents.

A. Service of any notices, orders, decisions or other documents pursuant to these Regulations may be effected by personal delivery or First Class Mail, unless these

Regulations or the Commission specifically require some other manner of service. Where under these Regulations or order of the Commission a document must be served by certified mail, service shall be complete when the addressee signing the receipt, refuses to accept service of the document or the document, in a properly addressed envelope, is returned unclaimed. In the case of the notice to a candidate of disqualification proceedings brought pursuant to §§36, 37, 38 and 45 of these Regulations, if the manner of service used is certified mail the envelope shall be deemed "properly addressed" if mailed to the address stated in the candidate's Declaration of Candidacy form, unless the candidate has subsequently notified the Commission in writing of a new address.

- B. Where under these regulations or order of the Commission service may be effected by personal delivery, service shall be complete upon such delivery to the person or when the person refuses to accept service of the document in question.
- C. Where under these Regulations or orders of the Commission service may be effected by First Class mail, service shall be complete upon deposition of the document in the U.S. mail in a sufficiently stamped envelope bearing the last known address of the person to be served.

CHAPTER 2: Substantive Provision

§2.01 Registration to Vote.

- A. Each voter registration will be effective upon verification of the information furnished in a properly completed Application for Voter Registration form. The last date to register will be the last business day in March of the year of the election or referenda. The Application for Voter Registration form must be in the office on or before said date in March in order to be eligible to vote in the current election year. Since the last business day in March, 2013, falls on a holiday, the deadline will be extended to Monday, April 1, 2013, pursuant to §1.06.
- B. Persons who reside outside the historical boundaries of Cherokee Nation who are under the age of twenty-five (25) and have not previously registered to vote may make a choice to register in the district of your choice at the time of your first registration. Persons who reside outside of the historical boundaries of Cherokee Nation who are over the age of twenty-five (25) and have not previously registered to vote may only register to vote at-large. The Application for Voter Registration must be in the office on or before said April 1, 2013 in order to effect a change in the voting district for the current election year.
- C. An Application for Voter Registration form may be filled out at the precinct by an Original Enrollee with proof that he/she is an original enrollee and that his/her place of residence was within that district as of the first business day in March. After verification is made by telephone regarding Tribal Membership the Original Enrollee shall be allowed to cast a ballot at the precinct. If such proof cannot be shown the Challenged Ballot procedure will be followed.

D. Anyone may copy and distribute the Application for Voter Registration. Provided, however, the Commission encourages all members who are registering to vote to return their own registration forms personally or by mail.

§2.02 <u>Instruction and Training</u> for Precinct Officials and Watchers.

- A. The Commission shall prepare and issue a manual for precinct officials. All precinct officials must adhere to the manual distributed at the precinct worker training by the Commission. The manual may be amended and/or supplemented from time to time at the discretion of the Commission.
- B. The Commission, in conjunction with Automated Election Services, shall provide training sessions for precinct officials for the proper use and conducting of an election using electronic voting devices.
- C. The Commission shall prepare instructions for the watchers to be contained in the manual for precinct officials. All watchers must adhere to the instructions distributed by the Commission.

§2.03 Precinct Locations.

The Commission shall notify the Cherokee Nation Council of the number and location of precincts.

§2.04 Precinct Inspectors

- A. The Precinct Inspector shall request each Voter whose name is not in the Voter Precinct Book to complete an Application for Voter Registration and maintain a list of voters with name, address, CO number (Blue Card Number) and birth date of each voter.
- B. The Precinct Inspector shall also witness the Notification of Death form when a family member appears at the precinct and notifies the Precinct Inspector of the death of a person listed on the precinct book. The Precinct Inspector shall mark the person deceased in the precinct signature book and the person giving the information and the Precinct Inspector will initial the word deceased. In the case of mistaken identity, if the person marked deceased appears at the precinct, routine procedures for identification for voting will be followed and the word deceased will be struck. The Precinct Inspector and the person appearing will initial the struck word deceased.
- C. Precinct Officials will have persons wanting to make a name or address change fill out a new voter application.

§2.05 Electioneering.

All candidates running for office shall be free to campaign for office by any lawful means, subject only to the following:

- A. "No person shall be allowed to electioneer inside any precinct or within three hundred (300) feet outside of the entrance to any precinct while an election is in authorized progress, nor shall any person or persons, except Precinct Officials and other persons authorized by law, be allowed to approach the ballot box while an election is in progress. Prohibited activities within the prescribed area by a candidate or other persons on election day which might reasonably be construed as electioneering shall include the following: wearing any article of clothing with any candidate's name or office on it or holding any article with any candidate's name or office on it: or distribution or display of any written materials, campaign literature or campaign items of any kind or nature within the prescribed area, other than that provided by the Election Commission. Persons engaging in electioneering shall be subject to removal by the Cherokee Nation Marshall Service at the request of the precinct inspector. The Election Commission shall promulgate regulations governing electioneering."
- B. No person shall be allowed to electioneer within three hundred (300) feet of the Election Services office at any time.

§2.06 Official forms.

The official forms adopted by the Commission to implement the election process are as follows:

- 1. Application for Voter Registration
- 2. Notification of Registration and Precinct Location
- 3. Request for Absentee Ballot
- 4. Precinct Workers' Agreement
- 5. Watchers Instruction and Agreement Form
- 6. Voter's Assistance Form
- 7. Certificate of Vote Form
- 8. Declaration/Affidavit for Absentee Voters
- 9. Declaration of Candidacy
- 10. Request for Voter List
- 11. Authorization for Release of Information
- 12. Eligibility of Candidate
- 13. Financial Disclosure Forms
- 14. Death Notice Form
- 15. Candidate Withdrawal Form
- 16. Recount Form

The foregoing forms are available for viewing at the Election Services Office and are to be used exclusively for their stated purposes. The forms may be amended and/or supplemented from time to time at the discretion of the Commission.

For purpose of all documentation, nepotism is a person related within the third degree by either consanguinity or affinity to a candidate for office. "Consanguinity"

means "blood" relative. "Affinity" means relative "by marriage." "Third degree" includes spouse, parents, children, brothers, sisters, grandparents, grandchildren, aunts, uncles, nieces, nephews, great Grandparents, and great grandchildren.

§2.07 Record Management.

For the purpose of these rules and regulations, disposition means the manipulation of records and includes: the usual and customary handling of office records as defined by Cherokee Nation policies and procedures and federal regulations, the storage and maintenance of records relating to specific elections, and destruction of election materials with no further value to the Cherokee Nation Election Commission.

- 13. Office records shall include time cards, time sheets, requisitions and other materials necessary to carry out routine office procedures and are to be dealt within the usual and customary manner as defined by Cherokee Nation policies and procedures, and federal regulations.
- 14. Specific election records relating to a primary, runoff or special election shall include original Certificate to Vote forms with election results, minutes of the Commission, a listing of voters and disclosure reports. They shall be stored and maintained in the office.
- 15. Voted ballots including spoiled, mutilated and challenged ballots as well as precinct signature books and absentee ballot requests shall be retained for a period of two years following the date of the election in which they were cast and then may be destroyed. These items may be transferred to files for storage during the two year interim after the period of challenges has passed.
- 16. Unused ballots, forms and duplicate copies of records as well as unusable or damaged election ballot boxes, supplies or materials may be destroyed thirty days following an election. However, staff shall keep one copy of each ballot style and form used for each election. This copy may be kept electronically.

§2.08 Qualifications of candidates for elective office.

- A. All persons who desire to run for an elective office of Cherokee Nation must meet all of the qualification requirements of §§31, 32, 33 and 34 of the Election Law, as well as applicable provisions of the Constitution of the Cherokee Nation.
- B. To meet the requirements of § 31 B A any person who has been an employee of Cherokee Nation must have resigned or otherwise terminated his or her employment with Cherokee Nation prior to the date he or she actually files the Declaration of Candidacy form with the Commission
- C. The Commission shall strictly enforce the residency requirement of §32 B, §33 B and §34 of the Election Law. Any evidence submitted by the candidate pursuant to §34-2 must be sufficient to establish residency as that term is defined in §34-1. The Commission may consider all relevant facts and circumstances in

determining whether a candidate has established a bona fide residence within the meaning of §34-1. An initial determination of residency by the Commission based on the evidence furnished by the candidate shall not itself bar subsequent disqualification proceeding pursuant to §2.08 of these Regulations based on evidence that the candidate does not meet residency requirements.

D. All persons who desire to run for an elective office of Cherokee Nation must have paid in full, any charges due to the Election Commission prior to filing.

§2.09 Disqualification Proceedings: Lack of Eligibility.

- A. Any tribal member registered to vote may challenge the eligibility of any candidate by delivering a written protest no later than five working days after the last day for filing under §§11 C-10, 31, 32, 33, 36 B, 36 C and 37 of the Election Law. The protest shall set forth the grounds of the contest in reasonable detail. In all cases, the protest shall be conclusively barred if it is not filed within the 5-day period.
- B. The Commission shall investigate the protest to determine whether it has any merit. If the Commission determines in its discretion that the evidence supporting the charge merits institution of disqualification proceedings, the Commission shall give the candidate written notice of a hearing to be held not less than 10 days from the date of service of same on the candidate by personal delivery or certified mail. The notice shall specify the charges in reasonable detail. Service of the notice by certified mail shall be complete upon signing or refusing to sign the receipt for the notice.
- C. At the hearing, the charges shall be brought in the name of Cherokee Nation by and through the Cherokee Nation Election Commission. The burden of proof shall be on the Nation to prove the charge by a preponderance of the evidence.
- D. The candidate need not but may respond to the charges in writing. The candidate may appear <u>pro se</u> or through counsel. The formal rules of evidence shall not apply unless the Commission in its discretion rules otherwise. If the candidate is duly served with notice in accordance with these Regulations but fails to appear at the hearing, the Commission shall hear the evidence and render its decision accordingly.
- E. At the close of the hearing, the Commission may render its decision or consider the evidence in one or more executive sessions, in which event it will render its decision as soon as practicable. The Commission's decision shall be in writing and shall be sent to the candidate and/or all attorneys appearing in the case via personal delivery or first class mail. The decision shall clearly and succinctly state the findings and conclusions of the Commission. The decision may be appealed in accordance with §37-2 of the Election Law.

§2.10 <u>Disqualification Proceedings: Interference with Commission</u>.

- A. Any candidate who directly or indirectly interferes or attempts to interfere with the Commission in the performance of its duties, or otherwise violated §38 of the Election Law, shall be subject to disqualification proceedings before the Commission.
- B. The Commission shall investigate charges of a violation of §38 to determine whether the charges have merit. If the Commission determines in its discretion that the evidence supporting the charge merits institution of disqualification proceedings, the Commission shall give the candidate written notice of a hearing to be held not less than 10 days from the date of service of same on the candidate by personal delivery or certified mail. The notice shall specify the charges in reasonable detail. Service of the notice by certified mail shall be complete upon signing or refusing to sign the receipt for the notice.
- C. At the hearing, the charges shall be brought in the name of the Cherokee Nation by and through the Cherokee Nation Election Commission. The burden of proof shall be on the Nation to prove the charge by a preponderance of the evidence.
- D. The candidate need not, but may respond to the charges in writing. The candidate may appear <u>pro se</u> or through counsel. The formal rules of evidence shall not apply unless the Commission in its discretion rules otherwise. If the candidate is duly served with notice in accordance with these Regulations but fails to appear at the hearing, the Commission will hear the evidence and enter a judgment accordingly.
- E. At the close of the hearing, the Commission may render its decision or consider the evidence in one or more executive sessions. The Commission's decision shall be in writing and shall be sent to the candidate and all attorneys appearing in the case via personal delivery or first class mail. The decision shall clearly and succinctly state the findings and conclusions of the Commission. The decision may be appealed in accordance with §37-2 of the Election Law.

§2.11 Disqualification Proceedings: Failure to file financial disclosure report.

- A. Any candidate who fails to meet the deadline for any two monthly reports or so otherwise violates §46 B of the Election Law, shall be subject to disqualification proceedings before the Commission.
- B. The commission shall investigate charges of a violation of §46 B to determine whether the charges have merit. If the Commission determines in its discretion that the evidence supporting the charge merits institution of disqualification proceedings, the Commission shall give the candidate written notice of a hearing to be held not less than 10 days from the date of service of same on the candidate by personal delivery or certified mail. The notice shall specify the charges in reasonable detail. Service of the notice by certified mail shall be complete upon signing or refusing to sign the receipt for the notice.

- C. At the hearing, the charges shall be brought in the name of the Cherokee Nation by and through the Cherokee Nation Election Commission. The burden of proof shall be on the Nation to prove the charge by a preponderance of the evidence.
- D. The candidate need not, but may respond to the charges in writing. The candidate may appear <u>pro se</u> or through counsel. The formal rules of evidence shall not apply unless the Commission in its discretion rules otherwise. If the candidate is duly served with notice in accordance with these Regulations but fails to appear at the hearing, the Commission will hear the evidence and enter a judgment accordingly.
- E. At the close of the hearing, the Commission may render its decision or consider the evidence in one or more executive sessions. The Commission's decision shall be in writing and shall be sent to the candidate and all attorneys appearing in the case via personal delivery or first class mail. The decision shall clearly and succinctly state the findings and conclusions of the Commission. The decision may be appealed in accordance with §46 B of the Election Law.

§2.12 <u>Disqualification Proceedings: Failure to disclose information on a financial disclosure report.</u>

Any petition that alleges failure to disclose information on a financial disclosure report pursuant to §47 of the Election Law and which has been filed with the Election Commission shall be forwarded forthwith to the Cherokee Nation Supreme Court for determination.

§2.13 Proceedings on petitions alleging fraud.

Any petition that alleges fraud pursuant to §§101 C and 101 D of the Election Law shall be filed with the Cherokee Nation Supreme Court for determination no later than the second Monday following the election date which is the subject of the appeal.

Chapter 3: Election Day Guidelines

§ 2.14 General Guidelines for Election Day

Precinct officials should remember that their primary function is to serve the Voter. They are present to assist eligible Voters to vote and to ensure that all properly marked ballots are processed. Precinct officials should wear identification badges in plain view at all times.

The Inspector should periodically inspect voting booths during the day to make sure no ballots or campaign literature have been left inside. Should it appear that there is a shortage of any supplies to accommodate all Voters of the precinct, the Inspector should notify the Election Commission immediately.

Once they have arrived at the precinct, no Precinct Official or Watcher may leave and be permitted to return. The only exception to this is for the Inspector, who may leave to call the Election Commission, if there is no phone available in the polling place.

§ 2.15 Watchers

Watchers for each location will be drawn at the High Noon Drawing. Campaigns may substitute Watchers until 5 pm on the Tuesday prior to Election Day.

On Election Day, the Inspector will be given the names of designated Watchers for their precinct. When Watchers report to the polls, they must identify themselves and the candidate they represent. The Inspector will mark the Watcher's name off the list. The Watcher will be given an identification badge, which must be worn in plain view.

The Inspector shall have the Watcher subscribe to the following oath: "Do you solemnly swear or affirm that you will abide by all laws and rules prescribed for Watchers, that you will limit yourself to observing the official count, that you will make any objection, in writing, to the way a ballot is counted and that you will be confined to the area in which voting is taking place?"

A Watcher is an observer only and must not participate in any manner with the election process. Watchers may observe the ballot box or counting device and all printouts from the counting device before the precincts are opened, during voting and after the precincts are closed. Watchers may also notify the Inspector if they notice any kind of irregularity at the precinct. If this happens, the Inspector should either correct the irregularity or contact the Election Commission for assistance.

Watchers are permitted to converse with other Watchers, at the same precinct but may not talk with Voters, Precinct Officials, candidates or others present in the precinct. Watchers must remain quiet and orderly and must not distract Voters or disrupt the polling place.

Watchers are not allowed to bring in a cell phone or any other mobile device, and may not make or receive phone calls at the precinct. Watchers are not allowed to bring in recording devices.

Watchers may not leave the building once the polls have opened. If a Watcher leaves the building for any reason, they will not be allowed to return. Watchers may remain at the precinct until all work has been finished and the Inspector is ready to return the materials to the Election Commission.

Watchers may not wear any electioneering apparel or carry any campaign material.

Watchers may not display any campaign information on their car if it is parked within 300 feet of the precinct.

Any Watcher who does not comply with these rules will be dismissed by the Inspector.

§ 2.16 Conducting the Election

- A. Voters should be processed in the order that they present themselves, first come, first served. At no time should there be more than one Voter in each voting booth. Should a line of Voters develop outside the precinct, the line should be kept orderly by the Sergeant at Arms.
- B. The Voter should announce their name and address to the Judge. The Judge shall confirm the Voter's identity through personal knowledge or by asking for identification. The Judge shall then ask the voter to sign their name in the Precinct Voters Signature Book. The Clerk shall issue the ballot and show the Voter the ballot marking instructions.

- C. When the Voter has been issued a ballot, the Inspector should direct them to a vacant voting booth. The Inspector should remind the Voter:
 - 1. Ballots are marked by filling in the circle indicating the Voter's choice.
 - 2. Use the marking device in the voting booth.
 - 3. Insert the ballot into the ballot tabulator.
 - 4. Leave the precinct immediately after voting.
- D. If a Voter's name is not listed in the Precinct Signature Book, the Judge should consult the Master List of Voters and direct the Voter to the correct precinct, or advise Voter that his/her district is not conducting an election, if that is the case. If the Voter's name is not found in the Master List of Voters and the Voter insists that they are registered, the Voter may cast a Challenged Ballot. E. If a Voter is unable to mark their ballot, the Inspector shall have the Voter affirm the following:

"Do you solemnly swear or affirm that you are unable to mark your ballot for voting because of a disability?"

The Judge will print the Voter's name on the appropriate line in the Precinct Voters Signature Book if they are unable to sign. The Clerk and Inspector will initial next to the Voter's name in the Precinct Voters Signature Book.

Once the Voter has been sworn, they are permitted to receive assistance from any

person of their choice to mark their ballot, provided that person is at least eighteen years of age.

The Inspector or Clerk shall recite the following oath to the person who provides assistance:

"Do you solemnly swear or affirm that you will mark the Voter's ballot in accordance with his/her wishes?"

Assistance may be given in the voting booth and at the ballot tabulator.

Assistance shall be witnessed by the Inspector, but in a manner that the Inspector cannot see or hear how the ballot is being marked.

The Voter may also choose a Precinct Official to provide assistance. If the Voter chooses a Precinct Official to provide assistance, the Oath above is not required. All persons except the Voter and their assistant should be kept at a distance until the ballot has been placed in the tabulator.

The Inspector should record assistance on the Voter Assistance Form.

- F. If a Voter is unable to enter the building, the Sergeant at Arms should move to the head of the line of waiting Voters and all voting in the precinct shall cease. Any Voter who has signed the Precinct Voters Signature Book will be allowed to complete the voting process and exit the precinct before voting is halted. At that time, the Inspector and one other Precinct Official shall take the following items out to the Voter:
 - 1. Precinct Voters Signature Book
 - 2. Ink pen for Signature Book and Ballot Marking Pen
 - 3. Ballot
 - 4. Voter Assistance Form

The Inspector must administer the following oath to the Voter:

"Do you solemnly swear or affirm that you are unable to enter the precinct because of (name of appropriate disability)?"

The Voter must sign their name or make their mark in the Precinct Voters Signature Book. If the Voter makes their mark, the Inspector and the other Precinct Official must initial next to the Voter's mark in the Precinct Voters Signature Book.

Once the Voter has been administered the oath, they are permitted to receive assistance from any person of their choice, provided that person is at least eighteen (18) years of age. The Inspector or Clerk must recite the following oath to the person who provides assistance:

"Do you solemnly swear or affirm that you will mark the Voter's ballot in accordance with his/her wishes?"

Assistance may be given in a vehicle. Assistance must be witnessed by the Inspector, but in a way that the Inspector cannot see or hear how the ballot is being marked. The Voter may also choose a Precinct Official to provide such assistance. If the Voter chooses a Precinct Official to provide assistance, the Oath above is not required. All persons except the Voter and the Voter's assistant should be kept at a distance until the Voter has finished marking their ballot. The Inspector should record assistance on the Voter Assistance Form. The Inspector will immediately place the ballot into the ballot tabulator after returning to the precinct. All items shall be returned to their proper place and voting shall resume.

G. The following procedures should be used in the event of a Challenged Ballot. If the Precinct Voters Signature Book does not contain a Voter's name, or if a Precinct Official should challenge the Voter's eligibility for other reasons, that Voter will be allowed to vote only if they complete all required information on the Challenged Ballot Envelope and have not already cast a regular or absentee ballot. Once the Voter has completed the statement on the back of the Challenge Envelope, they are issued a ballot and a "Challenged Ballot Secrecy Envelope" and directed to a voting booth to cast their ballot. The Inspector must insure that the Voter casting the ballot places the completed ballot in the Secrecy Envelope and not into the tabulator. After the ballot has been sealed in the Secrecy Envelope by the Voter, the Inspector will place this item in the Challenged Ballot Envelope.

Challenged Ballots shall not be counted at the time they are cast, but shall be maintained in the Challenged Ballot Envelope. The Challenged Ballot Envelope shall be returned to the Election Commission in the Election Returns Envelope. At the end of the day, the Clerk shall count the number of Challenged Ballot Envelopes. The Clerk shall fill in this information on the appropriate line on the Certificate of Vote.

- H. A Spoiled Ballot is one that has been improperly marked or defaced by the Voter. A Mutilated Ballot is one that is torn or damaged by the Voter or ballot tabulator. If a Voter has improperly marked their ballot, or if the ballot is damaged, it should be returned to the Clerk.
 - 1. The Clerk shall instruct the Voter to tear the ballot into several pieces. The Voter should give the torn ballot to the Clerk, who will place the

ballot into the envelope labeled "Spoiled/Mutilated Ballots." The Clerk will do this without looking at the ballot. The Voter must sign the Spoiled/Mutilated Ballot Affidavit on one of the appropriate lines on the back of the Spoiled Ballot Envelope.

- 2. After the Voter has signed the Affidavit, the Clerk will issue the replacement ballot.
- 3. After the Voter has marked their replacement ballot, it should be inserted into the ballot tabulator.
- 4. At the end of the day, the Clerk will count the signatures on the back of the Spoiled/Mutilated Ballot Envelope. The Clerk will enter this number on the Certificate of Vote.

Amended and approved on this _	18	_day of _	March	2013
by the Cherokee Nation Election Commission.				

Bill W. **K**lorton, Chairman

Cherokee Nation Election Commission