

CATAWBA INDIAN NATION ELECTION PROCEDURES

As Revised July 11, 2015

ARTICLE I – PURPOSE

To provide for procedures, as authorized by the General Council of the Catawba Indian Nation, establishing regulations for Tribal Elections. The intent and purpose of these procedures is to establish fair elections and to ensure the secrecy and sanctity of the ballot, as well as to ensure the Election Committee conducts its affairs in a manner to avoid what could be perceived as an elections irregularity. The regulations contained in these Election procedures shall be administered in such a way as to accomplish these purposes.

ARTICLE II – AUTHORITY

These Election procedures are authorized by the Constitution and Bylaws of the Catawba Nation of South Carolina, ratified August 30, 1975, and by General Council Resolution #20080223, dated February 23, 2008.

ARTICLE III – VOTER REGISTRATION

Section 1

Eligible voters shall be those tribal members who are duly registered to vote pursuant to Article III, Section 2, of these procedures.

Section 2

To register to vote and to receive a ballot (with the exception of absentee ballots), a person must:

- A) Be an enrolled member of the Catawba Indian Nation Tribe.
- B) Be at least eighteen (18) years of age on the date of the election.
- C) Show some form of governmental identification, such as a CIN Tribal card, drivers license or other governmental picture ID) to a member of the election committee prior to signing the Registry on the day of the elections;
- D) A member of the Election Committee must verify the person's name against a current Catawba Indian Nation roll, and mark, check, highlight or otherwise validate the printed name on the roll; and
- E) The voter must sign the Registry provided for at the Polling Place.

Section 3

- A) The Registry shall be the specific responsibility of the Secretary of the Election Committee, while the Chairperson shall be responsible for all records including the Registry.
- B) During registration of voters and voting, there shall be no less than 3 Election Committee members always present, with at least 2 at sign in and at least 1 at the ballot box.
- C) The Election Committee shall, after each election and prior to Certification of the results, cross-check the membership listings used at the Polling Place to determine if an individual has voted more than one time in the election.
- D) Any person or persons voting more than one time in any election shall be prohibited from voting in tribal elections for a period of five (5) years from the date of the offense.

ARTICLE IV – QUALIFICATIONS FOR OFFICE

Section 1

- A) Prior to being declared a candidate for an Elective Office, the individual must be a member of the Catawba Indian Nation General Council as provided in Articles II and III of the Constitution. A candidate will be declared ineligible if the hair drug screening test identifies an illegal drug, or if a criminal background check reveals (1) any felony conviction within the last ten years or (2) other criminal conviction involving dishonesty within the last ten years. Criminal background check will be done by name, date of birth and social security number. Other misdemeanors or traffic violations will not be used to declare someone ineligible. All deadlines set for drug tests and background checks must be met to be deemed eligible candidate.
- B) A filing fee shall be assessed for candidates for any elected office. Such fee shall be made at the time of filing for office and shall be payable to the Catawba Election Committee of the Catawba Indian Nation, by certified check, cashier's check or money order. This fee will be used for the expense of the criminal background and drug tests.

Section 2

Any person who wishes to announce their candidacy for an elective position for regular elections shall be required to make the announcement at the first General Council Meeting of the year.

Section 3

No one may serve on the Executive Committee of the Catawba Indian Nation while also serving as: (1) an employee of the Tribe; (2) a board member of a tribal enterprise or corporation; (3) as an employee of the Bureau of Indian Affairs or of the Indian Health Service; or (4) as an employee of any federal agency where his or her employment potentially would involve matters of concern to the Catawba Indian Nation. Any such individual, if elected to office, must resign from a position listed above before he or she can be sworn into office.

Section 4

A candidate for elected office must file for only one (1) office. An elected official cannot run for another office if that official's current term would overlap with the term of the office he or she would be seeking; nor can an official who resigns run for another office during his or her original term if that term would overlap with the term of the office he or she would be seeking.

Section 5

In the event that there is no candidate that has filed for an elective office at the first General Council Meeting of the year, the vacancy shall be filled pursuant to Article V, Section 1 of the Catawba Indian Nation Constitution.

ARTICLE V. ELECTIONS

Section 1

Elections for Executive Committee positions shall be held every four years during the July meeting of the General Council. Elections for other positions shall be held in accordance with General Council resolutions or ordinances establishing such positions.

Section 2

Special elections shall be held by the Elections Committee pursuant to Article V, Section 1 of the CIN Constitution.

ARTICLE VI – TERMS OF OFFICE

Section 1

The Terms of Office of the Executive Committee members shall be four years in accordance with Article III, Section 4 of the Catawba Indian Nation Constitution.

Section 2

Vacancies in the Executive Committee shall be filled in accordance with Article V of the Catawba Indian Nation Constitution and these procedures, where applicable.

ARTICLE VII – BALLOTS AND ELECTION RECORDS

Section 1

The Election Committee shall have the duty and responsibility to design and update ballots and any other documents that may be necessary to conduct Tribal Elections. This shall include but not be limited to the order of offices on the ballot, the order of names on the ballot, and the posting of sample ballots.

Section 2

Election Records shall be maintained by the Election Committee at all times. The results of official voting returns and other pertinent documents shall be stored as official documents of the Catawba Indian Nation and shall be kept in a safe and secure manner.

Section 3

Election Records shall be preserved and maintained by the Election Committee for a period of not less than four (4) years after an election.

Section 4

There shall be seven (7) ballot boxes: two for the previous elections; two (2) for the upcoming elections; two (2) for all other elections or in case of a tie vote in an election; and one (1) curb-side voting box. In the event of an extraordinary occurrence, the Election Committee is authorized to use additional ballot boxes.

Section 5

A) The ballot box shall be double locked. During the election process, one (1) key shall be kept by the Election Committee Chairperson and one (1) key shall be kept by the

secretary of the Election Committee or some other member of the Election Committee designated by the Election Committee.

- B) The ballot boxes shall remain locked at all times except when necessary for the canvassing of ballots.
- C) The ballot boxes shall at all times be kept in a safe and secure place.
- D) The ballot boxes shall be preserved and maintained by the Election Committee and shall be moved only in the presence of at least two members of said Committee.

Section 6

Notwithstanding anything in this Article to the contrary, the Election Committee may adopt electronic means for the casting and counting of votes, so long as such electronic means follow procedures that are generally acceptable in other jurisdictions that allow electronic balloting. However, any such procedures shall be made publicly available at least one week in advance of the election.

ARTICLE VIII- POLLING PLACES

Section 1

The official polling place for all Tribal Elections shall be the Catawba Indian Nation Longhouse located on the Catawba Indian Nation, Rock Hill, SC.

Section 2

The polling place shall be open from 7:00 a.m. to 7:00 p.m. on the day of the Election. Notice of the Date of Election, the Voting Place and Hours of Voting shall be provided to Registered Voters by the Election Committee either through publication in a local paper or by mail or courier.

ARTICLE IX – BALLOTING AND VOTING

Section 1

All votes cast in any Tribal Election shall be cast by Secret Ballot.

Section 2

The voting booth shall consist of a shelf or counter top to mark ballots and designed to insure privacy during voting, and to insure that there is only one person in the voting booth at a time. The Election Committee may use voting machines, including electronic means of casting and counting ballots, so long as such means have verifiable paper recordkeeping. There shall be a minimum of two (2) voting booths at the polling place in an election.

Section 3

The registered voter shall use only the ballot given to him or her at the time of signing the register book.

Section 4

There shall be one person in a voting booth at a time with the following exceptions at the request of the voter:

- A) Physically disabled person may have assistance in marking a ballot. The person assisting the disabled person shall swear (affirm) that he or she shall not discuss the voter's casting

of his or her ballot with any person. They will not influence the voter in casting a ballot. They will assist only in marking a ballot as the voter wishes.

- B) Visually impaired persons may have assistance in marking a ballot.
- C) Non-reading and non-English speaking persons may have assistance in marking a ballot.
- D) Minor children of a qualified voter may accompany the qualified voter in the voting booth while he or she is casting his or her ballot. The qualified voter shall attest that the person or persons accompanying him or her are the minor children of the voter.

Section 5

The voter, after receiving an official ballot shall immediately enter an unoccupied booth. If all booths are occupied, the voter shall wait in an orderly line and enter the first unoccupied booth when his/her time in line comes to enter a booth.

Section 6

Except as otherwise provided in these procedures, only ballots marked in a booth shall be put into the ballot box.

Section 7

Ballots shall be marked in ink and in spaces provided on the ballot.

Section 8

After marking of the ballot the voter shall fold the ballot or otherwise cover the face of the ballot, such as in an envelope, in accordance with instructions provided by the Election Committee and physically put the ballot into the slot in the ballot box.

Section 9

If for any reason a ballot becomes spoiled, the voter shall return the ballot in his possession to the issuing Election Committee Member where the ballot will be voided in the presence of the voter and a new ballot will be issued. The register book will be noted that a spoiled ballot has been returned.

Section 10

At the closing of the polls, all persons in line at the closing hour shall be given an opportunity to cast a ballot. No others will be allowed to join the line past the closing hour.

Section 11

All registered voters of the Catawba Indian Nation will be mailed an absentee ballot thirty (30) days before the day of the election so that each member of the tribe has an equal opportunity to participate in elections.

Section 12

Absentee Ballots not received by the Election Committee prior to 12:00 p.m. the day before the Election, shall be declared invalid and shall not be counted. Upon receipt, the Election Committee Chairperson and/or Secretary shall officially stamp the ballots as received.

Section 13

Absentee Ballots shall be subject to the approval of the Election Committee.

Section 14

The Election Committee shall maintain a record of all Absentee Ballots, including names and addresses of all persons to whom Absentee Ballots are mailed. All applications, ballots, and pertinent forms and records shall be clearly stamped "Absentee Ballot Record."

Section 15

The Absentee Ballot shall be accompanied by the following material and information:

- A) One (1) plain unmarked opaque envelope in which the Absentee Ballot is to be placed by the voter.
- B) One (1) stamped envelope addressed to the Catawba Indian Nation Election Committee, the outside of which shall be marked "Absentee Ballot."
- C) A statement of identity to be signed stating that he or she is an eligible voter, his or her verification of enrollment, and that he or she has personally marked his ballot in ink.
- D) An information sheet explaining the procedures for completing and returning the Absentee Ballot to the Election Committee.

Section 16

Methods for marking and returning the Absentee Ballot:

- A) The ballot must be marked in ink.
- B) The marked ballot must be placed in a plain unmarked opaque envelope and sealed.
- C) The statement must be filled out completely.
- D) Copy of official government issued picture ID.
- E) Both the plain unmarked envelope containing the ballot and the statement of identity are to be placed in the return addressed and stamped envelope to be received by the Election Committee by 12:00 pm the day before the elections.

Section 17

Curb-Side Voting

- A) A sign will be posted outside the polling station marking where curbside voting will be conducted.
- B) Two (2) Committee members will be designated to oversee curbside voting.
 - 1. One (1) committee member will be responsible for taking the curbside voter's identification inside to the registry book.
 - 2. The Committee member in charge of the Registry book will confirm the voter's identification with information in the Registry Book and will transfer the voter's information to the curbside registry book.
 - 3. The curbside registry book will be taken to the curbside voter for signature and the curbside ballot box will be removed from the voting ballot box area and brought by two Committee members to the voter.
 - 4. A Committee member will give the ballot to the curbside voter, who will then mark the ballot, fold the ballot and place the ballot into the curbside ballot box.
 - 5. Two Committee members shall immediately return the curbside ballot box to the voting ballot box area.

ARTICLE X – CANVASS OF ELECTION RETURNS

Section 1

Immediately after the polls are closed all ballots shall be returned to the Catawba Indian Nation Longhouse Tribal Office in Rock Hill, South Carolina where the counting of the Ballots shall commence. The official counters shall be the Election Committee. [Note: Conflicts of Interest are dealt with below.] The Election Secretary shall be the official recorder of the counting process. The Election Committee shall be responsible to determine conflict of interest situations, and if so determined, the committee shall have the duty and authority to correct the situation by replacing the counter(s) affected.

Section 2 Procedures for Counting of Ballots

At the time of poll closing and after the last ballot has been cast the ballot boxes will be taken to a private room. There shall be present at the counting:

- 1) Election Committee members(s);
- 2) Two Readers of Ballots (Election Committee members);
- 3) Counters of Votes (to run separate tallies); and
- 4) Watchperson(s), of which each candidate shall be allowed one. Watchpersons must be Catawba Indian Nation members of legal voting age.

The Ballot Boxes will be unlocked by the Chair of the Elections Committee and the other Election Committee member holding a key. There shall be no candidate for election among those counting votes or in the counting room. As each ballot is pulled from the ballot box, both readers will simultaneously read the ballot and announce the vote to the tally counters, who will mark their tally sheets. As the last ballot is tallied from each ballot box the ballot box will be shown to all that it is empty and that all legal votes have been tallied. The tally sheet will be compared and if discrepancies appear the votes will be retabulated. When tally sheets are identical and correct in count each tally sheet will be signed by the Committee Chairperson and Committee Secretary. Marked ballots and tally sheets will be relocked in the ballot boxes and kept in a safe place until the next election or if there is a challenge of the voting or counting procedure.

Section 3

The ballot boxes may be opened for removal of ballots for the purpose of counting on the day of the elections, but only in the presence of the Election Committee Chairperson, and Secretary, at least two (2) Election Committee members designated by the Election Committee and the other witness provided for in Article X, Section 2, above. The ballot boxes may only be opened on other occasions when authorized by these procedures and then only in the presence of the Election Committee Chairperson, Secretary, and at least two (2) Election Committee members designated by the Election Committee.

Section 4 Reason for Failure to Count Ballot

At ballot counting, the Election Committee shall act as umpire in determining if a ballot is disqualified. A disqualified ballot will be signed by the Election Committee Chair and Secretary and a written statement shall be provided setting forth the reason for disqualification. A ballot shall be disqualified if:

- A) More than the specified number of marks appears on a ballot in any category; or

- B) It bears any human made marks that may distinguish the ballot from others; or
- C) A signature or name appears on the ballot; or
- D) The voter has cast more than one ballot in violation of Catawba election law.

Section 5 Method of Handling Absentee Ballot

Upon the return of an Absentee Ballot, an Election Committee Chair, Co-chair and /or Secretary or Election Committee Member will place the returned envelope into the locked ballot box which will be located in a safe and secure place.

Section 6 The opening of envelopes containing the Absentee Ballot and the statement of identity and the placing of the Ballot in the Ballot Box

On the day before the Election (after 12:00 PM), prior to the opening of the polls and in the presence of at least four (4) members of the Election Committee, one of which must be either the Election Committee Chair, Co-chair or Secretary, the Election Committee will open the outer envelope, read the statement of identity in a loud and clear voice and place the plain, unmarked opaque envelope containing the Absentee Ballot into the locked ballot box.

Section 7

Notwithstanding anything in this Article to the contrary, as provided for in Article VII, Section 6, the Election Committee may adopt electronic means for the casting and counting of votes, so long as such electronic means follow procedures that are generally acceptable in other jurisdictions that allow electronic balloting. However, any such procedures shall be made publicly available at least one week in advance of the election, including the procedure for the counting of the ballots.

ARTICLE XI – ELECTIONEERING, WATCHPERSON(S)

Section 1

There shall be no campaigning or electioneering within fifty (50) yards of the Longhouse on Election Day by any candidate and/or person. It shall be the duty of the Election Committee Chairperson to appoint a Security Officer. The security officer will be responsible for maintaining order and preventing electioneering in the restricted area around the Longhouse during the election process.

Section 2

- A) A Watchperson may be appointed by the individual candidate running for office and may be present while ballots are being counted.
 - 1) The Watchperson duties shall be limited to observing the official ballot count and the Watchperson shall have no other authority than written objection (to be given to candidate) to said ballot count.
 - 2) The Watchperson shall be identified by a badge, armband or other appropriate identification to be issued by the Election Committee.
 - 3) A letter of authorization from a candidate for a Watchperson is to be filed with the Election Committee Secretary within one (1) week before the election.

ARTICLE XII – SETTLING OF ELECTION DISPUTES

Section 1

In the event that any registered voter or candidate for Tribal Office wishes to contest any election results, the registered voter or candidate must notify the Election Committee, in writing within five (5) days after notification of the election results, excluding weekends and Holidays.

- A) The notification in writing to the Election Committee must be addressed to the Election Committee Chairperson and must include the following: contestant's name, address and enrollment number; which election the contestant wishes to contest; the specific reasons why the contestant wishes to contest the election; and that the contestant desires the Election Committee to recount the ballots or otherwise invalidate the election for any valid reason.
- B) In the event of an Election Protest, the Election Committee shall, within ten working (10) days of receipt of the protest, excluding week-end and Holidays, recount those ballots of the election protested, in the same manner as the original election or to otherwise meet to consider the contestant's election challenge.

Section 2

All those persons present at the original ballot count shall be permitted to attend the recount.

Section 3

The Election Committee's Decision as to the Recount:

- A) The Election Committee Chairperson after the recount shall announce to the parties the decision as to whether the original election count will stand and the protest will be held valid.
- B) Votes that are one (1%) percent of each other would automatically be a recount.
- C) Individual bases at the discretion of the Election Committee.

Section 4

If the Election Committee declares an election void, another election shall be called within 90 days of the declaration. An election may only be declared void if the Election Committee determines that irregularities in the election process were so grave as to have actually affected which candidate prevailed in the vote.

ARTICLE XIII – INSTALLATION OF ELECTED OFFICERS OF THE CATAWBA INDIAN NATION

Section 1

The installation of the newly elected officers of the Catawba Indian Nation shall be the responsibility of the Election Committee.

Section 2

The installation of the elected officers of the Catawba Indian Nation Tribe shall be within ten (10) days following the certification of the election results at the CIN Longhouse at a time to be designated by the Election Committee.

Section 3

The Election Chairperson shall administer the Oath of Office to the elected officers.

Section 4

The Oath of Office is as follows:

I _____, do solemnly swear (affirm); that I will support, defend, uphold, and enforce the Constitution of the Catawba Indian Nation and that I will faithfully and impartially fulfill the duties of my office to the best of my abilities while always seeking to promote and protect the best interest of the Catawba Indian Nation and its people, so help me God.

ARTICLE XIV – RECALL OF OFFICIALS

Section 1

Elected Tribal Officials can be recalled in accordance with Article V of the Catawba Indian Nation Constitution. To the extent that Article V requires interpretation, such interpretation shall be provided by the General Council acting in its capacity as the Tribe's governing body and judicial branch.

Section 2

A Recall Petition, as provided for in Article V, Section 2 of the Constitution, shall be hand delivered to the Election Committee Chair, who will, in the presence of the spokesperson, counter sign and date the petition as evidence of the Receipt of said Petition.

Section 3

Upon Receipt of a Recall Petition, the Election Committee Chairperson shall notify each member of the Election Committee, within twenty-four (24) hours that a Recall Petition has been filed and shall call a special meeting within ten (10) days, excluding weekends and holidays, to determine the validity of said Petition. The Election Committee Chairman shall notify the Chief, in like manner, that a Recall Petition has been filed and inform the Chief fully as to details of said Petition.

Section 4

A Recall Petition shall be declared as valid by the Election Committee when the following conditions are met:

- A) The Petition must be signed by at least eight percent (8%) of the Eligible Voters, as required by the Constitution, and as verified from signatures from the Official Voter Registry List maintained by the Election Committee.
- B) The Recall Petition shall include a complete and exact explanation of the reasons for the pressing of charges at the beginning of each page of said Petition and shall designate the name of one Registered Voting Member of the Tribe to act as spokesperson empowered to explain in greater detail said Petition. Failure to comply with this requirement shall be cause for voiding said Petition.
- C) The Recall Petition shall contain the name of the Elected Tribal Official and his office, under consideration for Recall, on each sheet of the Petition. A Recall Petition may only be for one (1) official. This does not preclude the possibility of more than one Recall Petition being under consideration at the same time.

Section 5

The Election Committee, upon validation of a proper Recall Petition, shall, within twenty-four (24) hrs, notify the Chief, and the accused, in writing that said Petition has been filed with the Election Committee and a copy of said Petition (without signatures) will be sent to the accused. In accordance with the Constitution, the petition will then be presented at a regular or special meeting of the General Council. The accused official shall be notified in advance of such meeting of the charges and shall have an opportunity to defend himself at such meetings. A majority vote of all eligible voters shall be necessary to remove an official from office. A tribal official may only be removed in cases of misconduct, immorality, or neglect of duty.

ARTICLE XV DUTIES OF THE ELECTION COMMITTEE OFFICIALS

Section 1

The members of the Election Committee shall disqualify themselves and withdraw from any and all functions of their position during any election or process in which a conflict of interest arises. A conflict of interest includes validating a petition that the committee member signed, counting votes for a close family member, and other such conflicts. Such members shall resume their duties only when there is no longer a conflict of interest.

- A) The Election Committee shall have the authority, by majority vote, to disqualify any of its members in the event they continue to function in a conflict of interest situation.
- B) No Committee member shall participate in any discussion, action or vote on any matter in which he or she or a member of his or her immediate family has a potential conflict of interest due to having material economic involvement regarding the matter being discussed or otherwise being addressed. When such a situation presents itself, the Committee member must announce his or her potential conflict, disqualify himself or herself, and be excused from the meeting or other relevant activity until discussion is over on the matter involved or otherwise recuse him or herself from the matter. All Committee members are expected to make inquiry if such conflict appears to exist and a Committee member has not made it known. A conflict of interest shall include but not be limited to overseeing, adjudicating or deciding any matter in which the Committee member's ability to act without bias is affected. A matter shall be deemed a conflict of interest where the matter at issue would directly affect a Committee member's immediate family (the person's spouse, grandparent, parent, sibling, child, grandchild, legal dependent or romantic relationship), personal or business interest except where such matter or interest is one that is held in common with all members of the Catawba Indian Nation and affects them all directly in essentially the same way.

Section 2

The Election Committee is empowered to appoint a minimum of two (2) alternates who shall attend all meetings of the Committee and be able to function as regular members as the need arises during conflict of interest situations or other absences.

- A) The Alternate Election Committee Members shall have no power, authority or vote unless they are sitting as an alternate in the place of an elected member in the case of a conflict of interest situation or a regular member's absence.

Section 3

The Election Committee shall have the duty and power to determine the eligibility of prospective candidates for tribal political office and shall provide any and all prospective candidates with a proper form that they shall file with the chairperson of the Election Committee, in order to be a candidate for political office. In the event that the Election Committee finds that a prospective candidate does not meet the minimum qualifications imposed by law, the prospective candidate will not be allowed to become a candidate nor will he or she be allowed to run for political office until such time as he or she can meet those minimum qualifications. A person shall be removed from office, after having been elected by the voters, if it is determined after an election, that he or she did not meet the minimum qualifications.

Section 4

- A) The Tribal Elections are to be conducted by the Election Committee in accordance with these Election procedures.

Section 5

The duties of the Election Committee shall be as follows:

- A) It shall be the duty of the Election Committee Members and the Election Committee Alternates sitting as Election Committee Members to register Tribal Members as voters at the duly appointed time, place, and date.
- B) In addition to the above mentioned, the duties of the Election Chairperson shall be as follows:
- 1) Call all regularly scheduled meetings of the Committee and such other meetings as necessary for the proper conduct of the Committee's business;
 - 2) Preside over all Committee Meetings, except in case of absence for good cause; Ex. sickness, death (Immediate family) and medical emergency.
 - 3) Install elected tribal officers and administer the Oath of Office;
 - 4) And perform all other duties as may be necessary and required by these Election procedures.
- C) In addition to the duties enumerated in Section One (1) through Five (5) of this Article, the duties of the Vice-chairperson shall be as follows:
- 1) Assume all duties of the Election Chairperson in case of his or her absence or inability to perform the Chair's duties;
 - 2) And perform all other duties as may be necessary and required by these Election procedures and the Catawba Indian Nation Constitution.
- D) In addition to the duties enumerated in Section One (1) through Five (5) of this Article, the duties of the Election Committee Secretary shall be as follows:
- 1) Preside over all Committee Meetings in case of the absence of the Election Chairperson and /or Vice-chairperson;
 - 2) When sitting as the presiding officer, the Secretary shall appoint alternates sufficient in number to maintain a quorum of Committee Members;

- 3) When sitting as the presiding officer, the Secretary shall appoint a member to assume the Secretary's duties while the Secretary is sitting as a presiding officer;
 - 4) The Secretary and his or her designate shall take minutes of all Committee Meetings and make available these minutes to the Chairperson, the Catawba Indian Nation Executive Committee and any other interested Tribal Member;
 - 5) And perform any and all other duties as may be required by these procedures and the CIN Tribal Constitution.
- E) In addition to the duties enumerated in Sections One (1) through Five (5) of this Article, the members and alternates of the Election Committee will be required to perform any and all other duties and functions as they may be appointed to or volunteer for or as may be required.
- F) An Election Committee member shall be removed from the Committee if he or she misses three (3) consecutive meetings without good cause. Examples of good cause include medical emergency, death of a family member or close friend, and travel.

Section 6

The Election Committee shall be governed by the following procedures and such other procedures which it may adopt for its meetings. These procedures shall be written and be made available at all meetings of the Committee and to any Tribal Member upon request.

A. Procedures:

1. Powers: The Election Committee powers and business shall be exercised, conducted and controlled by the Election Committee members, except as otherwise provided in these procedures.
2. Composition: There shall be seven (7) CIN tribal members on the Committee. The members shall be elected by the CIN General Council Members at a General Council or special meeting. The Committee members shall designate a Chairperson, Vice Chairperson and secretary, who shall have the following duties:
 - a.) Chairperson – The chairperson shall preside at all meetings of the committee. The Chairperson shall also:
 1. Receive and acknowledge communications, petitions, and requests on behalf of the Committee. All communications, petitions, and requests shall be transmitted to members of the Committee.
 2. Propose an agenda for Committee meetings with the assistance of the Committee Vice Chairperson, subject to amendment and adoption by the Committee as a whole.
 3. Be responsible for representing the position of the Committee to the public.
 4. Coordinate with other Tribal officials, with the assistance of the Vice Chairperson, the Committee's public communications.

5. Keep the Committee focused on the mission, vision, and goals of the Committee.
6. Be able to vote on all issues except where there is a conflict of interest.
7. Delegate assignments and duties to other Committee members.
8. With the consent of the Committee, sign and approve business matters of the Committee, and manage the matters of the Committee.
9. With the assistance of the Committee Vice Chairperson, develop for the Committee's review, an expenditure plan for the Committee based on the Committee's budget for the fiscal year.
10. Perform other duties as assigned by the Committee.

b.) Vice- Chairperson - The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson.

c.) Secretary- The secretary shall assist the Chairperson in establishing and maintain the records, minutes, notifies members of meetings and day to day business of the Election Committee. In addition, the secretary shall perform all duties responsibilities and functions assigned to him or her by the members of the Election Committee.

3. Terms of office: Committee members shall serve for one general election cycle and are eligible for reappointment. The terms of all serving Election Committee members and alternates will expire the January after an election year. New appointments will be made at the next regularly scheduled General Council meeting.

4. Vacancies: In case of vacancies on the Committee through death, resignation, disqualification, disability or any other cause, the unexpired term of such vacancy shall be filled by appointment by the General Council.

5. Regular Meeting: Regular meeting of the Committee members shall be held at the CIN Tribal Longhouse at least once every other month or as needed.

6. Notification of Meeting: The secretary of the election committee is responsible for notifying all members of the time and place of meetings, whether regular or special in writing, by e-mail or fax at least seven (7) days before such meeting.

7. Quorum: A quorum of the Committee members shall not be less than four (4) members for the transactions of business at a meeting.

8. Special Meeting: Special meetings for any purpose or purposes shall be called by the secretary of the Election Committee at the request of the Chairperson or upon written request of a majority of the Committee members.

9. Organization: Members of the Election Committee shall be governed by the current editions of Roberts Rule of order to the extent that such rules do not conflict with these Elections Committee procedures or with any special rules of order the Committee may adopt.

Section 7

The Election Committee shall have the duty to carryout and obey these procedures and any other laws and regulations as may be applicable.

ARTICLE XVI – APPLICATION OF CONSTITUTION

Any portion of these procedures in conflict with the Constitution of the Catawba Indian Nation shall be superseded by the Catawba Indian Nation Constitution.

ARTICLE XVII: ADOPTIONS AND AMENDMENT

Any changes to these procedures must be proposed by the Election Committee to the General Council for review and approval or proposed by a member of the General Council during a General Council meeting.

ARTICLE XVIII. TEXT OF AUTHORIZING RESOLUTION

Attachment A: Authorizing Resolution