
 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Alternate Board Members	ORIGINATION DATE: 6/6/07 REVISION DATE: 10/12/2020 EFFECTIVE DATE: After last signature
DIVISION: Non-Divisional	REQUIRED APPROVAL BY: Oneida Election Board	DATE: 10/12/2020
CHAIRPERSON: Vicki Cornelius	SIGNATURE: 	DATE: 10/22/2020
AUTHOR: Oneida Election Board	SENT TO: BC Support Office	DATE:

1.0 PURPOSE

- 1.1 To ensure the Oneida Election Board has adequate coverage for Elections.

2.0 DEFINITIONS

- 2.1 Alternate: An individual appointed by the Business Committee to serve on the Election Board during an election and until election results have been certified (in accordance to Oneida Election Law).
- 2.2 Election Board Member: An elected or appointed individual to serve on the Oneida Election Board.
- 2.3 Election Cycle: Term from Caucus date through certification of elections.

3.0 PROCEDURES

- 3.1 Alternates are to have the same qualifications as Election Board Members:
 - 3.1.1 An enrolled member of the Nation; and
 - 3.1.2 At least eighteen (18) years of age.
- 3.2 Alternates must be sworn in by Oneida Business Committee before allowed to work an election.
 - 3.2.1 Alternates are utilized for a single election cycle.
- 3.3 Total amount of members on Board, including alternates, shall not exceed number determined by the Oneida Election Law.
 - 3.3.1 Exception would be to cover election board duties at all polling location(s) deemed necessary.
- 3.4 Orientation shall be provided regarding expectations, roles, and responsibilities to include Election Law and Policies.
- 3.5 Alternates shall sign the Election Board Code of Conduct and shall be kept on file within shared Election Board folder.

4.0 REQUEST OF ALTERNATE BOARD MEMBERS

- 4.1 Once it has been determined more alternate board member(s) are needed, the Board shall take formal action to have Chair or designee post the position in accordance with the Boards, Committees, and Commissions Law.

5.0 SELECTION OF ALTERNATE BOARD MEMBERS TO SERVE ON BOARD DUE TO RECUSALS

- 5.1 The Board shall take formal action to accept the applications and select alternate(s) to serve on the Election Board due to recusals and/or current vacancies (Removals/Resignations/Expired Term). Suggested ways to choose alternates may be based on, but not limited to:
 - 5.1.1 Date application received;
 - 5.1.2 Years of experience; or
 - 5.1.3 Lottery
 - 5.1.4 Location of Polling Site(s)
- 5.2 The Election Board Chair or Designee shall submit their selections to the BC Support Office.

6.0 CONFLICT OF INTEREST VERIFICATION

- 6.1 Election Board Chair or Designee will request the BC Support Office to develop the election applicant listing and contact potential alternates to determine if any conflicts exist on an individual basis.
 - 6.1.1 Conflict would be determined upon the potential alternate reviewing the election applicant listing prior to being selected.
- 6.2 Alternates who have any nepotism or conflict of interest to potential candidates shall be considered ineligible to be an alternate.

7.0 RESIGNATIONS




- 7.1 Must be provided to the Election Board or Business Committee Support Office.
 - 7.1.1 Board shall take formal action to accept resignation.
 - 7.1.2 Board shall begin the process to bring on alternate(s) for the remainder of the Election cycle.

8.0 REMOVALS

- 8.1 Reference Removal Law.

9.0 REFERENCES

- 9.1 Oneida Election Law
- 9.2 Election Board Bylaws
- 9.3 Election Board Code of Conduct
- 9.4 Boards, Committees, and Commissions Law
- 9.5 Removal Law

Oneida Tribe of Indians of Wisconsin	Title – AP guidelines for timing of tasks for Accounts Payable processing	Last Updated: 08/03/15
Author: Mike Farrell	Approved by:	Date:
Accountant	 Digitally signed by Barry Witt, CPA Date: 2015.08.03 13:46:38 -05'00'	
Accountant	 Digitally signed by Anne Delebreau DN: cn=Anne Delebreau, o=Accounting, ou=Oneida Tribe, email=adelebre@oneidanation.org, c=US Date: 2015.08.03 15:14:48 -05'00'	
Accounting Manager	 Digitally signed by Mike Farrell Date: 2015.08.03 13:44:35 -05'00'	
Controller		
Assistant CFO		

A. Purpose

To establish guidelines for Accounts Payable Processing excluding Gaming Accounting Accounts Payable processing



B. Scope (The following sections are included in this procedure):

1. Guidelines for completing tasks related to payment processing

C. Guidelines

1. The Oneida Tribe normally issues payment to vendors using a centralized payment process within the Central Accounting department.
2. Payment processing should be completed in the most efficient manner possible, ensuring the payments are accurate, timely, and comply with:
 - a) Governmental tax requirements
 - b) Tribal Accounting requirements
3. The Oneida Tribe has two weekly scheduled payment processing times.
 - a) Tuesday at 10:00 am
 - b) Thursday at 10:00 am

4. The most efficient method to process vendor payment is within the scheduled payment processing times.
 - a) Processing payments other than the two weekly scheduled payment times should be avoided by appropriate planning and timely submission of payment request documentation to Central Accounting.
 - b) If a fund unit does need a payment processed other than the two weekly scheduled payment processing, the fund unit will be charged a processing fee of \$100.00 per check request.
5. Time line for submission of payment request.
 - a) All tasks related to the payment request must be completed 24 hours prior to the check run. For example, to be included in the Tuesday 10:00 am check run, tasks must be completed prior to 10:00 am on Monday. Tasks may include but not limited to:
 - 1) Purchase Order releasing/receiving within the Infinium system
 - 2) Submission of complete and accurate invoices, payment requests etc. to the e-mail address CentralAccounting_Payables
 - 3) Requests that are not accurately completed or received after the 24 hour window may or may not be included in the check run depending on the time available by the Accounts Payable team.
 - b) **Stipends**
 - 1) Due to the extensive time needed to process stipend payments which are only paid on Tuesdays, the tasks related to stipends must be completed prior to 10:00 am on Friday, which is two working days prior to the check run.

 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	TITLE: Applications	ORIGINATION DATE: 11/27/2006 REVISION DATE: 11/30/2020 EFFECTIVE DATE: After last signature
DIVISION: Non-Divisional	REQUIRED APPROVAL BY: Oneida Election Board	DATE: 11/30/2020
CHAIRPERSON: Candace House	SIGNATURE: 	DATE: 12/09/2020
AUTHOR: Oneida Election Board	SENT TO: BC Support Office	DATE: 12/09/2020

1.0 PURPOSE

- 1.1 To ensure all individuals are provided with a fair process in the handling of applications for Oneida Nation elections.

2.0 DEFINITIONS

- 2.1 Application: completed form(s) with required documentation for the elected position an individual is running for, including but not limited to: proof of residency, degrees/certifications, etc.
- 2.2 Application Checklist: Form used to verify eligibility of an applicant.
- 2.3 Background Check: Investigation conducted by the Oneida Background Investigations Department.
- 2.4 Business Committee Support Office: Designated agent for submission/distribution of application packets, formally Tribal Secretary's Office.
- 2.5 Candidate: Petitioner or nominee whose application has been officially accepted and approved as eligible to be placed on the ballot.
- 2.6 Certified Mail: Method of tracking letters sent from Oneida Election Board to applicants/candidates.
- 2.7 Date Stamper: Mechanism used to record date and time of application submission.
- 2.8 Election: Held to fill vacancies on boards, committees and commissions in accordance with the Boards, Committees, and Commissions Law and Election Law.
- 2.9 Election Board: Individuals elected and/or appointed to serve on the Election Board (a.k.a. Board Members).
- 2.10 Enrollment Office: Official Oneida Nation entity responsible for verification of enrollment.
- 2.11 Nominee: Individual nominated at an Election Caucus.
- 2.12 Oneida Election Law: Law which governs Oneida elections.

- 2.13 Petitioner: Applicant running for an elected position, who is required to complete the Official Election Petition form and obtain signatures.

3.0 WORK STANDARD

- 3.1 Applicant must use most recently approved application form(s).
3.2 Applicants must complete a separate application for each position they are running for.
3.3 Incomplete application deems an applicant ineligible.
3.4 Per Election Law 102.6-4 A person who runs for a position on the Oneida Business Committee, or a position on a judicial court or commission, shall not run for more than one (1) elective office or seat per election.

4.0 PROCEDURES

4.1 Nominations Process

- 4.1.1 See Conducting Elections SOP (Section 3.2 Caucus)

4.2 Petitions Process

- 4.2.1 Ensure there are ample blank applications. If additional applications needed, order from Oneida Printing.
4.2.2 Any applicant may petition to be placed on a ballot according to the following procedures:
4.2.2.1 Petitions must be presented to the Business Committee Support Office, during normal business hours, 8:00a.m. - 4:30 p.m. Monday through Friday, but no later than prior to close of business on the deadline date. The location to drop off petitions shall be identified in the mailing identifying the caucus date.
4.2.2.2 Petitioners must complete an official petition form which may be obtained in the Business Committee Support Office or at the caucus.
4.2.2.3 If running for a position on two (2) or more boards, committees or commissions, the potential candidate must complete a separate official petition form for each position running for unless nominated at the caucus. All petitions must be with original signatures for each position, no copies will be accepted.
4.2.2.4 Petitioner must obtain no less than ten (10) signatures of enrolled Tribal members who are eligible to vote as defined by Article III, Section 2 in the Oneida Tribal constitution.
4.2.2.5 The Election Board shall have an Enrollment Officer verify all signatures contained on the petition. (See Timetable in Conducting Elections SOP.)
4.2.2.6 Candidate petition form shall consist of:
• Endorsee's printed name and address
• Endorsee's date of birth

- Endorsee's Oneida Tribe enrollment number
- Endorsee's signature
- Petitioner's name, roll number, and position running for
- Enrollment verification (filled out by Enrollments Department)

4.3 **Applications Process**

- 4.3.1 Applications and petitions will be made available at the caucus and thereafter through the Business Committee Support Office.
- 4.3.2 Completed applications are to be submitted to Business Committee Support Office. (Deadline is noticed on applications.)
 - 4.3.2.1 Any reproduction of the original application, whether carbon copied, photocopied, faxed, scanned or by any other process shall NOT be considered valid as the original & will be deemed ineligible for candidacy.
- 4.3.3 Information included in application is as follows (see attached application):
 - Information sheet (what is required of applicants)
 - Triplicated 3-page Application Form
 - Triplicated Official Election Petition Form
- 4.3.4 Applications received are date/time stamped and are placed on ballot in the order received. (See Ballots SOP.)
- 4.3.5 Once deadline has been reached, applications are placed in sealed container and picked up by Chair or designee.
- 4.3.6 Applications reviewed by Election Board to determine candidate eligibility.
 - 4.3.6.1 See Timetable in Conducting Elections SOP to determine date to review applications.
 - 4.3.6.2 Reference Applications Checklist per Board, Committee, and Commission qualifications.
- 4.3.7 Designated copy of triplicated application will be furnished to Enrollments Department for verification of Tribal enrollment of applicant and/or petitioners.
- 4.3.8 Designated copy of triplicated application will be furnished to Backgrounds Department for background checks for the vacancies with this requirement. (See examples of memorandums sent.)
- 4.3.9 GTC LRC - Designated copy of triplicated application will be furnished to Judiciary for Admission to Practice verification.
- 4.3.10 Judicial candidates will be notified via e-mail from the Election Board@oneidanation.org and/or via certified mail to contact the Psychological Testing Vendor to set up an appointment to get the required Psychological Test done.
 - 4.3.10.1 The Election Board will verify eligibility once results are received from the vendor.

- 4.3.11 Those applications that do not provide the proper back-up documentation proving they possess the necessary qualifications will be deemed as incomplete and applicant will not be eligible for candidacy.
- 4.3.12 Board reviews applications for completeness and candidate eligibility is determined. (See Timetable in Conducting Elections SOP and Applications Checklist.)
 - 4.3.12.1 Applications checklist will consist of Election Board members filling out the following information:
 - Candidate name
 - Date/Time application was received
 - Checkoff boxes: enrollment, petition, qualifications (varies per subsection), background check
 - Reviewed and checked by Board member
 - Date reviewed and checked
- 4.3.13 Letters sent to applicants regarding notice of eligibility or ineligibility via certified mail or other tracking method.

5.0 REFERENCES

- 5.1 Conducting Elections SOP
- 5.2 Oneida Constitution
- 5.3 Uniform Application
- 5.4 Ballots SOP
- 5.5 Memo to Backgrounds
- 5.6 Applications Checklist
- 5.7 Eligible/Ineligible Letters
- 5.8 Election Law

Oneida Tribe of Wisconsin: Standard Operating Procedure	Title: Ballots (Revised)	SOP No: OEB -005
Division: Non Divisional	Required Approval: Oneida Election Board	Revision Date: November 5, 2007 February 10, 2010
Chairperson: Racquel Hill	Sign Off: <i>Racquel Hill</i>	Date: <i>02-11-10</i>
Author: Oneida Election Board	Sent to: Oneida Business Committee	Date: <i>2-15-10</i>

1 PURPOSE

To ensure all candidate names are correctly placed on ballots and in an established order of precedence for Oneida Tribal elections.

2 DEFINITIONS

- 2.1 **Accu-Vote Tabulator:** Machine used for casting and counting ballots of the voters.
- 2.2 **Application:** Triplicated forms used to gather information to determine eligibility of applicants for candidacy.
- 2.3 **Candidate:** Petitioner or nominee whose application has been officially accepted and approved as eligible to be placed on the ballot.
- 2.4 **Date Stamped:** Mechanism used to record date and time of packet submission.
- 2.5 **Ender Card:** Pre-programmed form supplied by Accu-Vote vendor to signal the Accu-Vote Tabulator to end voting.
- 2.6 **Memory Card:** Pre-programmed card supplied by Accu-Vote vendor.


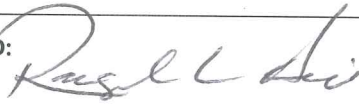
3 PROCEDURES

- 3.1 Candidate names shall be placed on the ballot in an order of precedence, based on the submission time and date of receipt of the Application.
 - 3.1.1 A person who runs for a position on the Oneida Business Committee, or a position on a judicial court or commission, shall not run for more than one (1) elective office or seat per election.
- 3.2 The Board shall utilize the Application to verify the correct spelling of candidate's name.
- 3.3 The Chair or designee shall provide vendor with the list of candidate names.
 - 3.3.1 Vendor shall forward a draft ballot to the Board.
 - 3.3.2 The Board shall review the draft ballots, utilizing the Application to verify the candidate names.
- 3.4 The Board shall take formal action to approve or disapprove the draft ballot.
 - 3.4.1 If the draft ballot has not been approved, the Board shall take formal action to assign the Chair or designee to contact vendor with the ballot corrections.
 - 3.4.2 If errors exist on the ballot, repeat process in Section 3.3.
- 3.5 Upon approval of the draft ballot, the Board shall determine the amount of ballots to be ordered.
 - 3.5.1 The Board shall take formal action to assign the Chair or designee to contact vendor regarding approval of draft ballots.
 - 3.5.2 The Chair shall order the requisite number of ballots, memory card, and ender card.

- 3.5.3 Ballots shall be counted at regular Board meeting to ensure amount ordered was the amount received and include in minutes for the record.
- 3.5.4 Test ballots shall be numbered separately from official ballots.
- 3.5.5 Vendor shall ship ballots via FedEx or UPS to physical address at least seven (7) business days, excluding holidays, prior to the election date.
- 3.6 Upon receipt of printed ballots, the Board shall utilize the list of candidate names to verify the spelling of all names.
 - 3.6.1 The Board shall ensure all candidate names are listed in the order of established precedence on the printed ballots.
- 3.7 The Board shall test the ender card and programmed memory card in the Accu-Vote Tabulator to ensure they are in working order. (See GTC Duties SOP Section 3.8)
- 3.8 The Board shall take formal action to approve the printed ballots, ender card, and the programmed memory card from vendor.
- 3.9 The Chair or designee shall be responsible to transport the Accu-Vote Tabulator and ballots to the polling place.
- 3.10 The Accu-Vote Tabulator and documentation pertaining to election shall be secured by the Chair or designee and stored in a locking file cabinet until needed by the Board.
- 3.11 Post election activities shall entail securing the ballots for recounts.
 - 3.11.1 Records Management shall be notified by the Chair or designee to obtain and secure ballots until further notice by the Board.
 - 3.11.2 The ballots shall be destroyed thirty (30) days after the final declaration of election results through formal action of the Board.

4 REFERENCES

- 4.1 Oneida Election Law
- 4.2 Conducting Elections SOP
- 4.3 Application
- 4.4 GTC Duties SOP

	TITLE: BREAKING A TIE	
ELECTION BOARD SOP NUMBER: 009	DEVELOPED AND APPROVED BY: ELECTION BOARD	BOARD APPROVAL DATE: May 5, 2016
CHAIRPERSON: RACQUEL HILL	SIGNED: 	DATE: 5-6-16
PAGE NO: 1 of 2	INFORMATIONAL COPY SENT TO: TRIBAL SECRETARY	DATE: 8-29-17

1. PURPOSE

To ensure a fair and orderly process when breaking a tie is necessary to determine the outcome of an election.

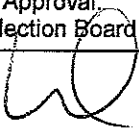
2. DEFINITIONS

- 2.1 Lot Drawing – the equal chance method used to select a candidate as the winner of an elected position, in the case of a tie between two (2) or more candidates.
- 2.2 Uninterested Party – anyone present at tie breaking event who is not a candidate of tied position(s).

3. PROCEDURES

- 3.1 In the event of a tie for any office, where the breaking of a tie is necessary to determine the outcome of an election, the Election Board shall conduct an automatic recount of the votes for each candidate receiving the same number of votes. Any recount conducted shall be the only recount allowed for tied candidates.
 - 3.1.1 For Business Committee positions, a run-off election between the candidates with the same number of votes shall be held within twenty-one (21) calendar days if there remains a tie after the recount.
 - 3.1.2 For all other positions, if there remains a tie after the recount, the Election Board shall decide the winner of the tied positions at least two (2) business days after, but no more than five (5) business days after the recount through a lot drawing.
 - 3.1.2.1 Election Board shall notify each of the tied candidates (in writing) and the public (posted in prominent locations) of the date, time, and place of the drawing at least one (1) business day before the drawing.
 - 3.1.2.2 On the date and at the time and place the drawing was noticed, the Election Board Chairperson shall clearly write the name of each tied candidate on separate pieces of paper in front of any witnesses and two (2) other Election Board members present.
 - 3.1.2.3 The pieces of paper used shall be the same or approximately the same color, size, and type.
 - 3.1.2.4 The papers shall be folded in half and placed in a container selected by the Election Board Chairperson.
 - 3.1.2.5 Election Board Chairperson shall designate an uninterested party to draw a name from the container. The candidate whose name is drawn first shall be declared the winner.
 - 3.1.2.6 Election Board member other than the Chairperson shall remove the remaining pieces of paper from the container and show to the witnesses present.
 - 3.13 Tie breaking information will be included in the Election Board election final report.

4. REFERENCES

Oneida Tribe of Wisconsin: Standard Operating Procedures	Title: Campaign Fines (Revised)	SOP NO OEB-013
Division: Non-Divisional	Required Approval: Oneida Election Board	Date: 06/14/11
Chairperson: Leyne Orosco	Sign Off: 	Date: 6/14/11
Author: Oneida Election Board	Received By: Business Committee	Date: 6/30/11

1. PURPOSE

To ensure a fair process in assessing campaign fines is conducted.

2. DEFINITIONS

2.1 Campaigning – all efforts designed to influence Tribal members to support or reject a particular Tribal candidate including, without limitation, advertising, rallying, public speaking, or other communications with Tribal members.

2.2. Zoning Department – The Department of the Tribe named in the Oneida Election Law which is delegated the responsibility to enforce the signage portion of the Campaign Requirements section and which is responsible for administering and enforcing all related Tribal health, safety, zoning, building, environmental policies, codes, ordinances and laws for the protection of our people, their lands, and sovereignty.

3. PROCEDURES

3.1 Notice of the Campaign Signs and Campaigning portion of the Oneida Election Law shall be provided to all election applicants.

3.2 Election Board will work in conjunction with Zoning regarding signs placed in any right of way, communicating any violations; whereas the Zoning Department will then monitor the signage and/or violation to ensure compliance.

3.3 Candidates violating Section 2.5-9 (a) 1-3. of Election Law (Candidates shall not place campaign material on or near Tribal places of business or Tribal buildings which shall include all public grounds attached to the building and parking areas...) shall be assessed the following fines.

3.3.1 1st Offense – Written warning (certified) from Election Board to remove within 24 hours.

2nd Offense – \$10/day up to five (5) days

3rd Offense – \$25/day until removed

3.4 Candidates violating Section 2.5-9(b) of Election Law (Campaign materials must be removed within ten (10) days after an election if placed in public areas) shall be assessed the following fines:

- 3.4.1. 1st Offense – Written warning (certified) from Election Board to remove within 24 hours.
- 2nd Offense -- \$10/day up to five (5) days
- 3rd Offense -- \$25/day until removed

3.5 Candidates violating Section 2.9-6 of Election Law (No campaigning of any type shall be conducted within two hundred eighty (280) feet of the voting area, excluding private property.) shall be assessed the following fines:

- 3.5.1 1st Offense – Candidate ordered to cease and desist
- 2nd Offense -- \$100 fine and removed from premises

3.5.2 General public violation Section 2.9-6 of Election Law will be asked to leave the premises and shall not be allowed to vote until in compliance with Oneida Election Law.

3.6 Election Board shall issue fines to violators by certified notice. Fines shall be paid to the Oneida Election Board by way of money order. Payments received from fines shall be placed into the Election Board budget during the fiscal year payment is received (per Election Law Section 2.5-9).

3.6.1 Election Board Secretary to be responsible for intake of payments for fines, providing receipt, and processing payments to Accounts Payable through the Accounting Department.

3.6.1.1 In absence of Election Board Secretary, the Election Board Chair or designee shall assume responsibility of 3.6.1.

3.7 Candidates have the opportunity to request a hearing of the Oneida Election Board.

3.7.1 Requests for hearing must be made in writing and submitted to an officer of the Election Board via hand delivery within five (5) business days of certified notice being sent.

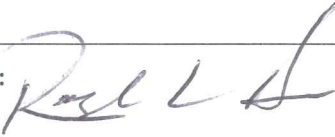
3.7.2 Once a request for hearing has been received, Board shall follow the process in the Hearings SOP.

3.8 Violators failing to pay fines shall be subject to garnishment per Appeals Commission process.

3.8.1. Violators shall be responsible for any/all filing fees associated with garnishments.

4. REFERENCES

- 4.1 Oneida Election Law
- 4.2 Oneida Zoning Ordinance
- 4.3 Application Packet
- 4.4 Hearings SOP

 A good mind A good heart A strong fire	TITLE: CONDUCTING ELECTIONS	BOARD APPROVAL DATE: FEBRUARY 27, 2018
ELECTION BOARD STANDARD OPERATING PROCEDURE	DEVELOPED AND APPROVED BY: ELECTION BOARD	DATE: January 21, 2018 March 21, 2016 November 27, 2006 February 10, 2010
CHAIRPERSON: RACQUEL HILL	SIGNED: 	DATE: 2/28/18
PAGE NO: 1 of 4	INFORMATIONAL COPY SENT TO: TRIBAL SECRETARY	DATE: 2/28/18

1. PURPOSE

To provide a process to conduct a fair, orderly and unbiased election.

2. DEFINITIONS

- 2.1 **Clerks:** Election Officials identifying, registering & determining eligibility of all Oneida voters.
- 2.2 **DS-200 Precinct Scanner:** Ballot machine used for election day voting that generates reports on thermal paper and all election results are stored on an encrypted removable USB flash drive .
- 2.3 **Election Board:** Individuals elected and/or appointed to serve on the Election Board (a.k.a. Board Members).
- 2.4 **Enrollment Office:** Official Oneida Nation entity responsible for database of enrolled members for enrollment verification.
- 2.5 **Judges:** Election Officials informing and advising Chairperson of discrepancies, complaints, and controversies regarding voter eligibility.
- 2.6 **Rejected Ballot:** Ballot rejected from the DS-200 Precinct Scanner for unknown reasons and is not accepted by ballot machine.
- 2.7 **Spoiled Ballot:** Ballot the voter claims error (i.e. over votes) and requests a new ballot.
- 2.8 **Tellers:** Election Officials collecting and keeping safe all ballots.
- 2.9 **USB Flash Drive:** A small electronic and encrypted device containing flash memory that is used for storing the Election Definition Media and Election Qualification Code (EQC) Media which is transferred to the ballot machine for elections which then transfers results to the Election Reporting Manager program (ERM) when polls are closed to print results tapes.

3. PROCEDURES (Each Procedure must be completed in the order provided.)

- 3.1 Develop the election time table that includes all facets of conducting a Tribal election (See Developing a Time Table SOP)
- 3.2 Hold a Caucus which is the process for nominating potential candidates at a Caucus for special and general Tribal elections in accordance with Tribal law). (See Planning & Conducting a Caucus SOP)
- 3.3 Ensure all individuals are provided with a fair process in the handling of applications for Oneida Tribal elections. (See Applications SOP)
- 3.4 Ensure a fair and orderly hearing is provided to individuals determined ineligible to be a candidate requesting an appeal. (See Hearings SOP and Hearings Script)
- 3.5 Ensure all candidates' names are correctly placed on ballots and in an established order of precedence for Tribal elections. (See Ballots SOP)
- 3.6 Securing Polling Place

Process may differ for the various locations. Polling location sites include but are not limited to: Oneida Health Center, Oneida Police Department, Norbert Hill Center, Elementary School, Ridgeview Plaza, SEOTS.

- 3.6.1 The Board shall determine the Oneida Tribal facility where the election is to be held.
 - 3.6.1.1 Board shall obtain the contact information for desired polling site location.
 - 3.6.1.2 Board shall obtain, complete, and submit necessary forms to secure polling site location.
 - 3.6.2 The Board shall provide a voting area sufficiently isolated for each voter.
 - 3.6.3 Requests shall be sent to the following to be present at elections:
 - 3.6.3.1 Enrollments shall be responsible for verifying Tribal enrollment.
 - 3.6.3.1.1 Conduct of Enrollment Officers is governed by Election Officials during the voting period.
 - 3.6.3.2 A minimum of one (1) Oneida Police Officer shall be present during the time the polls are open and until the counting of the ballots is complete and tentative results are posted.
 - 3.6.3.3 Records Management is responsible to retain ballots which are locked in the black box when elections are completed. They will be escorted by an Oneida Police Officer to the Records Management Department for drop off. (See example memorandum.)
 - 3.6.3.4 SEOTS Polling Site: Oneida Police Officer will retain the locked box with ballots and transport to Records Management upon return to Oneida.
 - 3.6.4 Campaigning of any type shall be prohibited on Tribal property and/or within 280 feet of polling facility per Election Law.
 - 3.6.5 No one causing a disturbance resulting from being under the influence of alcohol or other drugs or for other reasons shall be allowed in the polling/voting area.
 - 3.6.6 The Board has the discretion to restrict the polling facility to eligible voters only.
- 3.7 Notice of Polling Place and Times
- 3.7.1 The Chair or designee shall post a notice in a minimum of four (4) prominent locations on the Oneida reservation, publish notice in the Tribal newspaper, post on internet and intranet stating the location of the polling place and polling hours.
 - 3.7.1.1 Election Board will post in accordance with the Oneida Election Law
 - 3.7.2 The Chair or designee shall post the notice a minimum of ten (10) days prior to the election and notices shall remain posted until the polls close.
 - 3.7.3 The Chair or designee shall notify the Oneida Enrollment Office of the mailing a minimum of 20 days prior to the requested mailing.
 - 3.7.4 The election notice shall be mass mailed a minimum of ten (10) days prior to the election (following the Tribal Meeting Notice Policy) to Tribal members 18 years of age and older. Said election notice shall state the date, time and location of the election along with a sample ballot.
- 3.8 Election Polling Facility Set Up
- 3.8.1 The Board shall set up the polling facility and review checklist to ensure all materials are on-hand the day before date of elections. (See GTC Duties SOP and DS 200 Precinct Scanner Instructions, and Elections Set-up Checklist.)
 - 3.8.2 Duties will be assigned to Election Board Officials prior to poll opening.
 - 3.8.3 Post signs: no children allowed in polling facility, ballot box, and handicapped accessible area to appropriate areas.
 - 3.8.4 Perform a test run of the DS 200 Precinct Scanner (See DS200 Instructions Manual).
- 3.9 Opening the Polls
- 3.9.1 Voting for elections shall begin at 7:00 a.m. and shall end at 7:00 p.m.
 - 3.9.1.1 All voters in line to vote at 7:00 p.m. shall be allowed to vote.
 - 3.9.2 Ensure Enrollments is present and prepared, Oneida Police Officer is present, and Board Members' duties assigned as Clerks, Tellers, and Judges.

- 3.9.3 Election Board provides a Voter Registration Form for sign-in.
- 3.9.4 Open and check the ballot box to ensure it is empty.
- 3.9.5 Prepare DS200 Precinct Scanner for elections with the programmed and encrypted flash drive provided by the vendor and print a zero tape (See DS200 Instructions Manual).
- 3.9.6 After the zero tape has been printed have a minimum of four (4) Tribal members verify the ballot box is empty and have those four (4) Tribal members sign the zero tape for verification.
 - 3.9.6.1. This should not include any signatures of the Oneida Election Board.
- 3.10 Spoiled and Rejected Ballots
 - 3.10.1 If a voter spoils his/her ballot, he/she shall be given a new ballot.
 - 3.10.2 The spoiled and rejected ballot shall be marked "VOID" and initialed by two (2) Election Officials
 - 3.10.2.1. Spoiled ballots shall be placed in an envelope marked as "Spoiled Ballots."
 - 3.10.2.2 Rejected ballots shall be placed in an envelope marked "Void Ballots."
 - 3.10.2.3 Spoiled or rejected ballots can be used by voters as a reference to re-vote as long as the ballots are marked "VOID" and they are returned to the Election Officials prior to exiting the polling facility.
 - 3.10.3 The spoiled ballots envelopes shall be retained and secured at Oneida Records Management for no less than 15 days following finalization of any challenge of the election.
- 3.11 Closing Polls
 - 3.11.1 Release the Enrollments' staff and ensure the Oneida Police Officer and Election Board Officials are the only individuals in the polling facility and lock doors.
 - 3.11.2 The Board shall disassemble the polling facility and review checklist to ensure all materials are accounted for. (See Elections Set-up Checklist.)
 - 3.11.2.1 A designee shall be assigned for each polling location and is responsible to ensure all election materials are returned to the storage room at least one (1) business day after elections have taken place.
- 3.12 Manually Counted Ballots
 - 3.12.1 When ballots are manually counted at the close of polls, the Judges shall unlock the ballot box and remove the ballots.
 - 3.12.2 If the ballots need to be counted at a location other than the polling site, the ballots shall be secured in a sealed container for transportation to the ballot counting location. The sealed ballots shall be transported by an Oneida Police Officer with at least three (3) of the Election Officials for counting/tallying of ballots.
 - 3.12.3 The sealed ballots shall be opened at the time of counting by the Election Officials and witnessed/monitored by an Oneida Police Officer.
 - 3.12.4 Ballots must be counted by two (2) different Election Officials until two (2) final tallies are equal in back-to-back counting. Final tallies shall be verified by the Election Judges.
- 3.13 Generate Final Report- Post Tentative Results
 - 3.13.1 Follow the directions from either the GTC Duties SOP or the DS200 Precinct Scanner Instructions Manual from to generate the final report of votes cast, printing at least three (3) copies.
 - 3.13.2 Have at least six (6) Election Board members sign the bottom portion of the original zero total tape and place in the locked box w/ the ballots. Signatures are verifying the number of people signed in to vote with the number of ballots cast (on the ballot box).
 - 3.13.2.1 You are ready to turn off the ballot machine.
 - 3.13.2.2 The locked Black Box will be taken to Records Management by a staff member of the Department. They will be escorted by an Oneida Police Officer after polls have been closed.
 - 3.13.3 Chairperson, with assistance from Election Board members, shall post tentative results sheets in the prominent locations on the Oneida reservation listed in the Election Law:

the polling places, main doors of the Norbert Hill Center, main doors of the Oneida Community Library, Tsyunhehkwa Retail Store, the Oneida Community Health Center, the SEOTS building and all One-Stop locations.


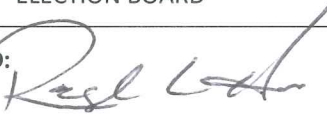
3.13.3.1 Election Law Section 102.11-1 states the tentative results of an election shall be announced and posted by the Election Board within twenty-four (24) hours after the closing of the polls.

3.13.3.1.1 Notices of election results shall contain the following statement:

"The election results posted here are tentative results. Final election results are forwarded by the Oneida Election Board to the Oneida Business Committee via a Final Report after time has lapsed for recount requests, or challenges or after all recounts or challenges have been completed, whichever is longer."

4 REFERENCES

- 4.1 Applications SOP
- 4.2 Ballots SOP
- 4.3 DS200 Precinct Scanner Instructions Manual
- 4.4 Developing a Timetable SOP
- 4.5 Election Set-up Checklist
- 4.6 GTC Duties SOP
- 4.7 Hearings Script
- 4.8 Hearings SOP
- 4.9 Notice to Backgrounds, Enrollments, Oneida Police Department, and Records Management
- 4.10 Oneida Election Law
- 4.11 Planning and Conducting a Caucus SOP
- 4.12 Tentative Results Sheet
- 4.13 Tribal Meeting Notice Policy
- 4.14 Voter Registration Form

	TITLE: DEVELOPING A TIMETABLE	BOARD APPROVAL DATE: MAY 5, 2016
ELECTION BOARD STANDARD OPERATING PROCEDURE	DEVELOPED AND APPROVED BY: ELECTION BOARD	DATE: May 5, 2016
CHAIRPERSON: RACQUEL HILL	SIGNED: 	DATE: 5-6-16
PAGE NO: 1 of 3	INFORMATIONAL COPY SENT TO: TRIBAL SECRETARY	DATE: 8-29-17

1. PURPOSE

To provide an orderly Election Board tool to meet all mandatory timelines relative to Tribal elections.

2. DEFINITIONS

3. PROCEDURES

3.1 Election Board shall take formal action at a duly called meeting to have the Chair or Designee complete and submit the Business Committee Agenda Submission Form to the Business Committee to approve the special election date. See Forms SOP.

3.1.1 General election dates are approved by the General Tribal Council at the Annual meeting in January. Memo is developed to include:

- (1) Caucus date
- (2) Application deadline date
- (3) Primary date
- (4) Election date
- (5) Business Committee meeting date to ratify results

3.2 The Election Board shall develop a timetable which includes, but is not limited to the following information:

- Business Committee or General Tribal Council agenda submission due date*
- Business Committee or General Tribal Council meeting date to approve caucus and election dates*
- Caucus date
- Completed applications to Tribal Secretary's office due date
- Verification of applications from Enrollments & Backgrounds due dates
- 10-day Notice/Mail-out Dates
- Meeting date for Board review applications received
- Election day
- Recount requests due date
- Other board meeting dates
- Business Committee meeting date to ratify final results

*In accordance with Article III, Section 4 of the Tribal Constitution, **general elections** shall be held in the month of July on a date set by the General Tribal Council. The General Tribal Council shall set the election date at the January annual meeting, or at the first GTC meeting held during a given year. Dates of all **special elections** shall be set by the Business Committee as recommended by the Election Board or as ordered by the Judiciary in connection with an election challenge.

2016 ELECTION TIMETABLE			
DAY	DATE	TIME	PURPOSE
Tuesday	01/19/16	N/A	Request vacancy info of all Boards, Committees & Commissions from each BCC Chairperson.
Tuesday	03/16/16	5:00 p.m.	Board Mtg. Develop and approve timetable; Chair or designee submit OBC agenda request for special election, reserve caucus and polling sites, etc.
Friday	04/15/16	4:30 p.m.	10-day, 10-day deadline to send caucus notice to Tribal membership and posted to all Retail, Library, etc.
Tuesday	04/19/16	5:00 p.m.	Board Mtg. Chair or designee send Caucus Notice for head of household for state of WI, travel arrangements, who is going to which site, purchasing, etc.
Saturday	05/07/16	1:00 p.m.	2016 Special Election Caucus @ NHC, BCCR
Friday	05/13/16	4:30 p.m.	Deadline for application packets due in Tribal Secretary's office. Election Board Chair or designee picks up at 4:30 p.m.
Monday	05/16/16	N/A	Chairperson forwards applications to Enrollments for verification process & to Backgrounds. Election notice to Kalihwisaks.
Tuesday	05/17/16	5:00 p.m.	Board Mtg. Apps back from Backgrounds. Review applications for completeness (Closed mtg).
Tuesday	05/24/16	5:00 p.m.	Applications from Backgrounds. Initial applicants review with check list.
Wednesday	05/25/16	N/A	Certified letters mailed to ineligible applicants; Letters mailed to eligible applicants
	05/31/16 thru 06/07/16	5:00 pm	Hear appeals if necessary.

Tuesday	06/07/16 if no hearings or 06/14/16	5:00 p.m.	Board Mtg - Format/Review ballot & amount to order; send ballots to vendor for printing; check list of supplies needed for election; food vendor; notice to OPD & Enrollments for officers & notify Records Management to pick up ballots after elections at Oneida Polling Site.
Friday	06/17/16	N/A	10-day, 10-day deadline to mail out ballot & election notice.
Tuesday	06/21/16 or 06/28/16	5:00 p.m.	Board Mtg - approve ballots & memory card & finalize election plans
Friday	07/08/16	5:00 p.m.	Set up polling place
Saturday	07/09/16	7:00 a.m.	Polling place opens & Election held. Board members & Enrollment in attendance by 6:30 a.m. Post tentative results (4 locations)
Monday thru Friday	07/11/16 thru 07/15/16	4:30 p.m.	All recount requests* due into the Tribal Secretary's office.
Monday thru Monday	07/11/16 thru 07/18/16	5:00 p.m.	Board Mtg - Recount(s) conducted if necessary. Certify results and forwarded to Tribal Secretary's office. (Recounts is a closed meeting of Board.)
Tuesday	07/19/16	4:30 p.m.	Challenges due.
Tuesday	08/02/16	4:30 p.m.	Submit results to BC Agenda.
Wednesday	08/10/16	9:00 a.m.	Attend BC Mtg re; ratification of election results; send notice to the Records Management Department to destroy the ballots thirty (30) calendar days after the election or after the final declaration of official election results occurs, whichever is longer.

4. REFERENCES

- 4.1 BC Agenda Request Form
- 4.2 Election Law
- 4.3 Memo Format for Business Committee or General Tribal Council to Approve Election Date
- 4.4 Records Management Shred Request Form

Oneida Tribe of Wisconsin: Standard Operating Procedures	Title: Election of Officers (Revised)	SOP NO: OEB-001
Division: Non-Divisional	Required Approval: Oneida Election Board	Creation Date: November 14, 2005
Chair Person: Racquel Hill	Sign Off: <i>Racquel Hill</i>	Revision Date: June 6, 2007
Author: Oneida Election Board	Sent to: Oneida Business Committee	Date: <i>7-16-07</i>

1. PURPOSE

To ensure an orderly and fair election of Officers for the Oneida Election Board.

2. DEFINITIONS

2.1 **Full Body** - Constitutes a quorum of members present.

2.2 **Nominees** - Any Election Board Member nominated to fill officer position.

2.3 **Voting** - The act, process, or method of casting a vote.

3. PROCEDURES

3.1 The election of officers shall be by a majority vote of the full body of the Election Board at the first meeting of the Election Board following their selection by the G.T.C. unless all officer positions remain filled. In the event of a vacancy, the successor shall be voted in by the members for the duration of the unexpired term.

3.2 Nominees shall be nominated from the full body of the Election Board.

3.2.1 Nominations shall be for the vacant positions of Chairperson, Vice-Chairperson or Secretary.

3.2.2 Nominees shall accept or decline their nomination for Officer.

3.2.3 Nominees officially accepting nomination shall have their name(s) posted for a vote by the full body of the Election Board.

3.2.4 Voting for each position shall be immediately after nominations are closed.

3.3 Election of Officers shall be implemented through voting of the Full Body.

3.3.1 Voting may be through, but is not limited to, show of hands, ballots, etc.

3.3.2 All members present shall be eligible to vote.

3.3.3 All ballots shall be turned in to the Chair or designee for a total count.

3.3.4 The tallying of ballots shall be observed by the Board.


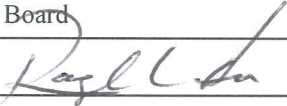
3.3.5 The Chairperson or designee shall read for the record the recipients of the highest number of votes for each position.

3.3.6 The ballots shall be destroyed by the Chairperson or designee at the conclusion of the election of officers.

- 3.4 Tie votes shall be determined by the Chairperson. (Example: coin toss, re-vote with the exclusion of the Chairperson voting, etc.)
- 3.5 Chairperson or designee shall send notification of the newly elected officers to the Oneida Tribal Secretary within five (5) business days of the election of officers.
- 3.6 The newly Elected Officers shall act in their official capacity immediately following the conclusion of elections.
 - 3.6.1 The officers shall serve term of three (3) years. (See Election Board Bylaws.)
 - 3.6.1.1 In the event of a vacancy, the successor shall be voted in by the voting members for the duration of the unexpired term.

4.0 REFERENCES

- 4.1 Oneida Election Board Bylaws

 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Conducting Electronic Voting (E-Polls)	ORIGINATION DATE: 01/22/18 REVISION DATE: EFFECTIVE DATE: After last signature
DIVISION: Non-Divisional	REQUIRED APPROVAL BY: Oneida Election Board	DATE: 4-2-18
CHAIRPERSON:	SIGNATURE: 	DATE: 4-3-18
AUTHOR: Oneida Election Board	SENT TO: Oneida Business Committee	DATE: 7-6-18

1.0 PURPOSE

To standardize how electronic voting is conducted by the Election Board regarding time-sensitive matters requiring immediate approval.

- 1.1 The Election Board recognizes that action may be required that cannot wait for the next available Election Board meeting and electronic polling may be necessary to approve such items.

2.0 DEFINITIONS

- 2.1 Business Day - Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays, weekends, and half days.
- 2.2 E-poll - the act of an e-mail delivered to the Election Board seeking a response which identifies a vote in favor of, opposing, or abstaining to an issue requiring immediate action.
- 2.3 E-poll Request - the request for an electronic vote to be conducted by the Election Board from a Board Member.
- 2.4 Officers - the Secretary, Vice Chairperson and Chairperson of the Election Board.

3.0 E-POLL REQUESTS

3.1 All e-poll requests shall contain the following information:

- a. The email subject line shall begin with "E-poll Request" and include a short description of the purpose of the request.
- b. The body of the e-poll request shall contain the following:
 1. An executive summary of the reason for the request and why the request cannot be presented at the next available Election Board meeting.
 2. A proposed motion which shall be in bold and identified in a separate paragraph by the words "**Requested Action.**"

- 3. All necessary attachments shall be in *.pdf format to assist Board Members to fully understand the request being made.
 - 4. A deadline date for a response to be returned from the Chair or designee regarding the results of the e-poll which shall be in bold and identified in a separate paragraph by the words “**Deadline for Response.**”
- 3.2 E-poll requests must be sent to any one (1) of the Election Board officers and copied to the remaining officers.
- 3.3 Within twenty-four (24) hours, the Chairperson or designee shall review and e-mail all Board Members to conduct the e-poll.

4.0 E-POLL SUBMISSION AND RESPONSE TO E-POLLS

- 4.1 The Chairperson or designee shall e-mail the e-poll to all members of the Election Board.
- a. Closed or executive session materials as provided in the Open Records and Open Meetings Law are confidential and shall not be copied to anyone other than each Election Board member.
- 4.2 E-polls shall be sent only to the Election Board officers. E-polls sent to anyone else will not be accepted and shall be considered invalid.
- 4.3 E-polls shall be open for response for one (1) business day.
- 4.4 The Chairperson or designee shall monitor all responses and deadline dates for responses.
- 4.5 Election Board members are encouraged to respond to all Board members with their vote.
- 4.6 A response from an Election Board member shall be valid if received from the work e-mail or e-mail on file with the Election Board for such purposes, or if received from the mobile phone number of the member on file. Any response from unknown e-mails of any kind shall not be accepted.

5.0 E-POLL RESULTS

- 5.1 An e-poll must receive at least a majority of affirmative responses of the number of active Board members
- a. E-polls which result in a denied request may be reconsidered by the Election Board at the next available meeting as provided for in Robert’s Rules of Order, Rule 37.
 - b. E-polls for which insufficient responses were received by the deadline shall be considered to have failed to receive support as provided for in Robert’s Rules of Order, p. 34 et seq.
- 5.2 Regardless of the outcome of the e-poll, all e-poll results shall be placed on the next available Election Board agenda to be entered into the record. The agenda item shall contain the following information.
- a. Original e-poll request and all supporting documentation.
 - b. A summary of the e-poll results identifying each Election Board member and their response.
 - c. A record of any comment(s) of Election Board members.

6.0 UNAUTHORIZED E-POLL REQUESTS


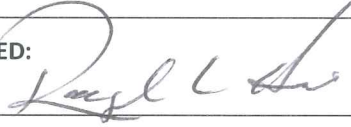
6.1 An e-poll request shall not be authorized for items which require a dollar amount in excess of what the Election Board has budgeted unless approval received from another entity ie, Business Committee, Finance Committee, etc..

6.2 An e-poll request shall not be authorized for items which are not accompanied by documented approval from the requestor.

7.0 REFERENCES

7.1 Open Records and Open Meetings Law

7.2 Robert's Rules of Order

	TITLE: FINAL REPORT AND BALLOT DESTRUCTION	BOARD APPROVAL DATE: MAY 5, 2016
ELECTION BOARD STANDARD OPERATING PROCEDURE	DEVELOPED AND APPROVED BY: ELECTION BOARD	DATE: May 5, 2016
CHAIRPERSON: RACQUEL HILL	SIGNED: 	DATE: 5-6-16
PAGE NO: 1 of 1	INFORMATIONAL COPY SENT TO: TRIBAL SECRETARY	DATE: 8-29-17

1. PURPOSE

To ensure all election processes and challenges are conducted and completed and the election final report is approved by the Election Board and forwarded to the Oneida Business Committee for ratification within the timelines specified in the Election Law.

2. DEFINITIONS

2.1 Judiciary – the judicial entity of the Oneida Nation established to administer justice in a consistent fashion, considering the context of all relevant circumstances, and through the fair application and interpretation of Tribal laws and policies, rules of court, decisional law, tribal tradition and custom, and common sense.

3. PROCEDURES

3.1 Final report and ballot destruction

3.1.1 Any qualified voter may challenge the results of an election by filing a complaint with the Oneida Judiciary within ten (10) calendar days after the election.

3.1.1.1 If the Oneida Judiciary invalidates the election results, a special election shall be ordered by the Commission for the office(s) affected to be held on a date set by the Judiciary or as soon as the Election Law allows for a special election.

3.1.2 Upon completion of all recounts and/or appeals, the Election Board shall take formal action to declare the elections final with an approved final elections report. This final elections report shall be forwarded to the Oneida Business Committee for ratification at a formal Business Committee meeting. The final elections report shall include, but is not limited to, the following information:

- Total number of persons voting
- Total votes cast for each candidate by subsection of the ballot
- List of ties and final results of tie, including method of resolve
- List of candidate elected and position elected to
- Number of ineligible voters and spoiled/rejected ballots
- Cost of the election including the compensation paid to each Board member.

(Note: Once report is ratified, the Business Committee is responsible to send notices to the newly elected officials regarding date of swearing in.)

3.1.3 Notice is sent to Records Management via Shred Request form to have the ballots destroyed after 30 days or the ratification of the election result occurs, whichever is longer. (See example memorandum.)

3.1.3.1 Formal action required of the Board to direct Chair or designee to accomplish this task.

3.1.4 Highest Vote Recipient Declines Position


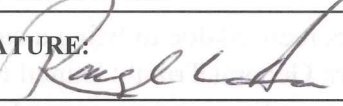
3.1.4.1 In the event a candidate declines an office after winning an election, the Election Board shall declare the next highest vote recipient the winner. This procedure shall be repeated as necessary until a winner is declared.

3.1.4.2 If all vote recipients decline or are otherwise unable to be declared the winner, a Special Election shall be held.

3.1.5 The swearing in of the newly elected shall be the responsibility of the Oneida Business Committee.

4. REFERENCES

- 4.1 Election Law
- 4.2 Final Elections Report
- 4.3 Judiciary Law
- 4.4 Records Management Shred Request Form

 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: GTC DUTIES (Revised)	ORIGINATION DATE: 12/2002 REVISION DATES: 9/17/07 10/12/10 10/18/16 EFFECTIVE DATE: After last signature
DIVISION: Non-Divisional	REQUIRED APPROVAL BY: Oneida Election Board	DATE: 04/06/17
CHAIRPERSON: Racquel Hill	SIGNATURE: 	DATE: 4/7/17
AUTHOR: Oneida Election Board	SENT TO: Oneida Business Committee	DATE: 12/12/17

1. PURPOSE

To conduct an orderly and fair voting process when called upon to do so at a duly called GTC meeting.

2. DEFINITIONS

- 2.1 Accu-Vote Tabulator Voting Machine - Machine used for casting and counting ballots of the voters.
- 2.2 Ballot – a slip or sheet of paper on which a voter marks his or her vote.
- 2.3 Direct Conflict – Candidate
- 2.4 Eligible voter - Any enrolled member of the Oneida Nation who is the age of 18 or older.
- 2.5 Manual Count - Process of manually counting cast ballots or the show of hands.
- 2.6 Memory Card - Pre-programmed card supplied by Accu-Vote vendor.
- 2.7 Non Direct Conflict – Nepotism due to immediate family
- 2.8 Spoiled Ballot: Ballot the voter claims error (i.e. over votes) and requests a new ballot.
- 2.9 Tally Sheet - Form used to record hand votes.
- 2.10 Vote Total Card - Form used to calculate all tally sheets used in hand counting.

3. WORK STANDARDS

- 3.1 According to Election Board bylaws, Election Board members are required to be in attendance at GTC Meetings and will attend according to assigned shift.
 - 3.1.1 All GTC Officials must sign in.

- 3.1.2 GTC Officials must arrive at least fifteen (15) minutes prior to the meeting.
 - 3.1.2.1 GTC Officials must notify Election Board officer of any tardiness. Election Board has other individuals on standby in case of no shows or unexpected absence. If GTC Officials do not notify an officer of tardiness, an individual on standby will be notified that they are needed and GTC Official who is late will be excused from GTC duties.
- 3.1.3 GTC Officials must comply with dress code.
- 3.2 Election Board members elected into their position who must be recused from an election cycle due to direct conflict of interest (per the Election Law) shall be allowed to work at GTC meetings.
 - 3.2.1 Board members recused due to being a candidate on the election ballot are not allowed to work General Tribal Council (GTC) meetings.
 - 3.2.1.1 Those members who are vying for a Business Committee position and do not progress from the primary and do not possess a direct conflict of interest are allowed to return to their regular Election Board duties.
 - 3.2.2 Those members recused due to being an applicant, are not allowed to work GTC meetings.
- 3.3 The Chairperson or designee is responsible for having vote tally sheets, vote total cards, ballots, nametags, yes/no memory card, ender card, accu-vote tabulator, etc. available.
- 3.4 The Board is responsible for counting all votes, via hand or machine, in accordance with the Election Board bylaws.
- 3.5 Hand Counting
 - 3.5.1 The Chairperson or designee will assign Board members to count and record all hand votes per section.
 - 3.5.1.1 The Business Committee will be counted in the tally as designated by the Election Board Chairperson or designee.
 - 3.5.1.2 Board Members will include their vote in their final tally of the pre-assigned section they have counted.
 - 3.5.2 Election Board Members will turn tally sheet in to the Business Committee Chairperson and/or designee.
 - 3.5.3 Two (2) Election Board GTC Officials will tally the numbers from each GTC Official to verify and doublecheck vote totals and present the Vote Total Card to the Business Committee and/or designee noting whether the motion passes or fails.
 - 3.4.3.1 GTC Officials responsible for tallying vote totals shall initial in the appropriate box on the Vote Total Card prior to presenting to Business Committee Chairperson and/or designee.
- 3.6 Ballot Voting
 - 3.6.1 The following information shall be posted near voting area:
 - If you vote **YES**, you vote to adopt the motion/resolution.
 - If you vote **NO**, you vote to reject the motion/resolution.
 - If you vote **ABSTAIN**, it means you have not voted to adopt or reject the motion/resolution.
 - 3.6.2 Lines will be formed to accommodate all voters including those individuals

- who are elder and/or handicapped.
 - 3.6.3 Verification of age and enrollment will be verified by Enrollment officers.
 - 3.6.4 After verification by Enrollment officers a ballot will be handed to each voter by an Election Board Clerk.
 - 3.6.5 Voters will be directed to a vacant voting booth to cast their vote by an Election Board Teller.
 - 3.6.6 When all eligible members are done voting, the Election Board will proceed to open the ballot box, assemble and count ballots.
 - 3.6.7 If more than one square is marked on the ballot, this ballot will be considered spoiled and a new ballot may be requested upon returning the spoiled ballot. Spoiled ballots will be voided, initialed by two GTC Officials and placed in an envelope marked "Spoiled Ballots."
 - 3.6.8 If a recount is requested, an easel will be used for the GTC to see that each ballot is being counted and being posted to the appropriate **YES / NO / ABSTAIN** column.
- 3.7 When a two-thirds majority vote is required, the following formula will be used prior to submitting the Vote Total Card to the Business Committee Secretary:
 - 3.7.1 Add all the "YES" and "NO" votes together to get a vote total utilizing the Two-Thirds Vote Calculation Book.. (Abstentions are NOT used when determining a two-thirds vote total per Robert's Rules of Order.) If book is unavailable, the process to determine a two-thirds vote is as follows:
 - 3.7.1.2 Divide the total number of votes cast by three (3).
 - 3.7.1.3 Subtract the result from total number of votes cast. If there is a fraction in your total, i.e., 66.3, round up to the nearest whole number.
 - 3.7.1.4 If the YES votes are equal to or greater than this vote total number, the motion passes.
 - 3.7.1.5 If the YES votes are less than this vote total number, the motion fails.
 - 3.7.1.6 Chairperson will present the Vote Total Card to the Business Committee Secretary noting whether the motion passes or fails.
- 3.8 Accu-Vote Tabulator
 - 3.8.1 Opening the Polls.
 - 3.8.1.1 Open and check the ballot box to be sure it is empty.
 - 3.8.1.2 Unlock and remove the silver plate on top of the ballot (right of the cord opening).
 - 3.8.1.3 Place the silver plate in the slot on the top of the ballot box.
 - 3.8.1.4 Open front drop door on top of the ballot box.
 - 3.8.1.5 Pull the electrical cord through the cord opening in the ballot box.
 - 3.8.1.6 Slide the Accu-Vote into the ballot box using the side guide rails; plug in the unit (be sure the prongs in the ballot box fit securely into the Accu-Vote unit).
 - 3.8.1.7 Slide the Accu-Vote forward slightly and turn on the unit (Red On and Off button located on back left side of unit).
 - 3.8.1.8 The following messages will appear on the LED panel:

- 3.8.1.8.1 Accuvote-OS 2000 Release 1.94F<
- 3.8.1.8.2 System Test***Passed***
- 3.8.1.8.3 Install Memory Card
- 3.8.2 Testing Accuvote-OS Ballots
 - 3.8.2.1 Install memory card
 - Message: Test Ballots?
 - Answer: Yes
 - Message: Test Unvoted Ballots?
 - Answer: Yes
 - Message: Insert Unvoted Ballot Card
 - 3.8.2.2 Insert an unvoted (blank) ballot
 - Message: Generating Report
Printing Labels
Printing Results
 - 3.8.2.3 Insert the unvoted ballot into the Accuvote-OS in all four (4) orientations; each time the ballot is inserted, the message "Printing Results" will appear.
 - 3.8.2.4 When #5 is completed, push the "No" button to continue. 3.7.2.4.1
This will end the unvoted test.
 - 3.8.2.5 The Accuvote-OS will print "End of Test" and the following message will appear:
 - Message: Test Fully Voted Ballots?
 - Answer: Yes
 - Message: Insert Fully Voted Ballot
 - 3.8.2.6 Insert the voted (every oval filled in) ballot
 - Message: Generating Report
Printing Label
Printing Results
 - 3.8.2.7 Insert the voted ballot into the Accuvote-OS in all four (4) orientations; each time the ballot is inserted, the message "Printing Results" will appear.
 - 3.8.2.8 When #9 is completed, push the "No" button to continue. 3.7.2.8.1
This will end the voted ballot test.
 - 3.8.2.9 The Accuvote-OS will print "End of Test" and the following message will appear:
 - Message: Count test ballots?
 - Answer: Yes
 - Message: Print Zero Totals?
 - Answer: Yes
 - Message: Generating Report
 - Message: Print Long Report?
 - Answer: No
 - Message: Printing Report
 - 3.7.2.9.1 The Accuvote-OS will print

- 3.8.2.10 Internal battery test
- 3.7.2.10.1 While the unit is printing, unplug the electrical cord from the back. If it continues to print, the internal battery is ok. If it stops when the cord is removed, a new internal battery is needed.
- Message: **Printing Precinct: ###** (assigned number)
- Message: **Need Another Copy?**
- Answer: **No**
- Message: **Recirculate Ballots?**
- Answer: **No**
- Message: **Poll: ###** (assigned number)
- Tot Count: 0**
- 3.8.2.11 Insert count test ballots
- 3.8.2.12 When all test ballots have been run through, insert the "Ender Card" (hold both the "Yes" and "No" buttons)
- Message: **Print Test Results Report?**
- Answer: **Yes**
- Message: **Generating Report...**
- Message: **Print Long Report?**
- Answer: **No**
- 3.8.2.12.1 The Accuvote-OS will begin printing report.
- Message: **Printing**
- Precinct: ###** (assigned number)
- Message: **Need Another Copy?**
- Answer: **No**
- 3.8.2.13 Check total report for accuracy of ballot count and candidate votes.
- 3.8.3 Set (Prepare) Memory Card for Election
- 3.8.3.1 After testing completed the following will appear on Accuvote-OS:
- Message: **Repeat Test?**
- Answer: **No**
- Message: **Send Test Results?**
- Answer: **No**
- Message: **Print Test Totals Report?**
- Answer: **No**
- Message: **Print Audit Report?**
- Answer: **No**
- Message: **Prepare for Election?**
- Answer: **Yes**
- Message: **Okay to Prepare for Election?**
- Answer: **Yes**
- Message: **Remove Prepared Memory Card**
- Note: DO NOT remove memory card.**
- 3.8.3.2 Have four (4) Tribal Members (if available) verify the ballot box is



- empty.
- 3.8.3.3 Have those same four (4) Enrolled Members (if available) sign the zero tape certification.
 - 3.8.3.4 The message on the LED panel will change to:

Poll:	10
Total Count:	0
 - 3.8.3.5 Accu-Vote is now ready to insert ballots and start voting. **Do not remove (tear off) "Zero Tape" from unit.**
- 3.9 Closing the Polls.
- 3.9.1 At poll closing time be sure ALL ballots have been put through the Accu-Vote.
 - 3.9.2 Unlock and open the drop down door on the front of the ballot box.
 - 3.9.3 Hold both the YES and NO buttons while inserting the "ENDER CARD" into the Accu-Vote (this will end the election and no more ballots can be counted).
 - 3.9.4 The following messages will appear:
 - 3.9.4.1 Generating Report
 - 3.9.4.2 Printing Report
 - 3.9.4.3 Printing Precinct: 10
 - 3.9.5 The election totals will automatically print at this point.
 - 3.9.6 When it is done printing the following will appear:
 Message: **Need Another Copy?**
 Answer: **Yes**
 - 3.9.7 Answer **"YES"** until you have at least three (3) copies. (More may be printed if individual board members request them.)
 - 3.9.8 Have at least six (6) Election Board members sign the bottom portion of the original zero total tape and place in the lock box with the voted ballots.
 - 3.9.9 When finished printing, answer **"NO"**.
 - 3.9.10 The following will appear:
 Message: **Ready to Turn Unit Off?**
 Answer: **Yes**
 Message: **Election Finish Turn Unit Off**
 - 3.9.11 Slide the Accu-Vote forward slightly and turn off unit (Red On and Off button located on back left side of unit).
 - 3.9.12 Close and lock the drop down door on the front of the ballot box.
 - 3.9.13 Replace the silver plate in the slot and lock.
 - 3.9.14 Remove memory card from slot located on the right front of Accuvote-OS.

- 3.9.15 Chairperson is responsible for clearing and resetting the Accuvote-OS.
- 3.10 GTC Adjournment
 - 3.10.1 All Board Members shall assist in cleanup and breakdown of voting stations.
 - 3.10.2 All Board Members shall sign out with Secretary or designee.

4. REFERENCES

- 4.1 Oneida Election Law
- 4.2 Election Board Bylaws
- 4.3 GTC Meeting Room Set Up Sheet
- 4.4 Robert's Rules
- 4.5 Stipends SOP
- 4.6 Two-Thirds Vote Calculation Booklet
- 4.7 Vote Tally Sheet
- 4.8 Vote Total Card

 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Hearings	ORIGINATION DATE: 05-30-06 REVISION DATE: 05-07-19 EFFECTIVE DATE: After last signature
DIVISION: Non-Divisional	REQUIRED APPROVAL BY: Oneida Election Board	DATE: 5/7/19
CHAIRPERSON: Vicki Cornelius	SIGNATURE: 	DATE: 6/6/19
AUTHOR: Oneida Election Board	INFORMATIONAL COPY SENT TO: BC Support Office	DATE: 6/6/19

1.0 PURPOSE

To ensure an orderly and fair hearing is provided to those individuals who request an appeal of a decision of the Election Board.

2.0 DEFINITIONS

- 2.1 **Advocate/Representative:** Individual speaking on behalf of the applicant in a hearing.
- 2.2 **Election Board Member:** Individuals elected and/or appointed to serve on the Election Board aka: Board Member
- 2.3 **Candidate:** Petitioner or nominee of the caucus whose application has been officially accepted and approved as eligible to be placed on the ballot.
- 2.4 **Certified Mail Form:** Form provided by U.S. Postal Service where mail recipient must sign for receipt that mail was received.
- 2.5 **Official Hearing Body:** Election Board Members selected to hear appeals.
- 2.6 **Lead Hearing Officer:** Individual selected by the Official Hearing Body to facilitate the hearing(s).

3.0 PROCEDURES

- 3.1 Applicant who has not met the qualifications and/or requirements for the position in which they are running may request an appeal in writing to the Election Board Chairperson.
- 3.2 Applicant shall be given written notice via Certified Mail, return receipt requested, containing the following information:
 - 3.2.1 Position(s) for which applicant submitted applications for.
 - 3.2.2 Qualifications of the position and citation of the source.
 - 3.2.3 Copies of source shall be attached.
 - 3.2.4 Brief summary explaining why applicant was found ineligible.
- 3.3 Applicant found to be ineligible by formal action of the Election Board shall have

- forty-eight (48) hours after receipt of notice of ineligibility to request an appeal.
- 3.4 Applicant may file an appeal **via hand delivery only**, at the designated location on the notice.
 - 3.5 The Chairperson shall select five (5) Board Members to constitute an Official Hearing Body.
 - 3.6 The Hearing Body shall adhere to the following:
 - 3.6.1 Hearing shall be held within forty-eight (48) hours upon receipt of the appeal request.
 - 3.6.2 Applicant shall be notified by phone and e-mail of time and place of hearing by Election Board Chairperson or designee.
 - 3.6.3 Hearing shall be recorded.
 - 3.6.4 Hearing Body shall select from amongst themselves a Lead Hearing Officer.
 - 3.6.5 Lead Hearing Officer shall explain the hearing process to the Hearing Body prior to hearing appeal using the Hearings Script.
 - 3.6.6 Lead Hearing Officer shall escort applicant to hearing room.
 - 3.6.6.1 Applicant is allowed to have only one (1) advocate/representative accompany them in the hearing room.
 - 3.6.7 Applicant will be seated at the head of the table.
 - 3.6.8 Recorder shall be turned on and the Lead Hearing Officer begins with a call to order, stating the time called to order, and introduce themselves and allow for introductions of the Hearing Officers, any attorneys present, and applicant and their advocate/representative.
 - 3.6.9 Lead Hearing Officer shall explain the hearing process.
 - 3.6.10 Lead Hearing Officer shall request the applicant to present their opening statement along with any evidence to support their case.
 - 3.6.11 Lead Hearing Officer asks if Hearing Body has any questions.
 - 3.6.12 This process repeated until all questioning and responses have occurred.
 - 3.6.13 Lead Hearing Officer asks applicant for a closing statement.
 - 3.6.14 Lead Hearing Officer informs applicant that a decision will be made at the close of deliberations and notification of that decision will be sent via certified mail within forty-eight (48) hours of the Hearing Body's decision.
 - 3.6.15 Lead Hearing Officer closes the hearing, stating the time it is adjourned.
 - 3.6.16 Hearing Body shall deliberate and issue a decision on the case utilizing the Hearing Body Decision template; whereas, the decision of the Hearing Body shall include:
 - 3.6.16.1 Appellant Name
 - 3.6.16.2 Appellant Address
 - 3.6.16.3 Date of Decision
 - 3.6.16.4 Election Board Name
 - 3.6.16.5 Election Board Address
 - 3.6.16.6 Findings of Fact
 - 3.6.16.7 Background
 - 3.6.16.8 Rule of Law

3.6.16.9 Conclusion

3.6.16.9.1 The following statement: *“Any appeal from the decision of the Election Board shall be to the Oneida Judiciary on an accelerated schedule.”*

3.6.17 The Hearing Body’s decision shall be included on the agenda at the next meeting of the Election Board to be accepted for the record by formal action of the Board.

4.0 REFERENCES

- 4.1 Hearing Body Decision Template
- 4.2 Hearings Script
- 4.3 Oneida Election Law

Oneida Tribe of Wisconsin: Standard Operating Procedures	Title: <i>MEETINGS (Revised)</i>	SOP NO OEB - 003
Division: Non-Divisional	Required Approval: Oneida Election Board	Creation Date: January 30, 2006
Chair Person: Racquel Hill	Sign Off: 	Revision Date: September 17, 2007 March 23, 2009
Author: Oneida Election Board	Sent to: Oneida Business Committee	Date: <i>3-27-09</i>

1 PURPOSE

To ensure all meetings of the Oneida Election Board are run in an orderly fashion and in accordance with Tribal law/policy.

2 DEFINITIONS

- 2.1 Emergency/Special Meeting: Meeting called by the Chairperson or requested by an individual Board member to the Chairperson. The Chairperson shall call the emergency/special meeting with at least one (1) hour's notice.

3 PROCEDURES

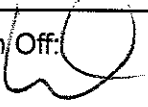
- 3.1 Regular meetings shall be noticed by the Chairperson. Notice of meeting location, agenda, and materials shall be forwarded by the Chairperson with the assistance of the Secretary.
- 3.1.1 The Chairperson shall preside over all regular and special meetings.
- 3.1.2 The Vice Chairperson shall preside at all meetings in the absence of the Chairperson. The Vice Chairperson shall work with the Chairperson in all matters that concern the Board.
- 3.1.3 Chairperson or Vice Chairperson shall use discretion to call meetings based on agenda items. (August 6, 2007 Election Board Meeting Minutes.)
- 3.2 Emergency or special meetings may be called by the Chairperson with at least a one (1) hour notice. (Election Board Bylaws)
- 3.3 Agenda, minutes and all necessary back-up information for the agenda are provided to the Chairperson or Secretary prior to the meeting being called to order.
- 3.3.1 Additions and/or amendments to the agenda must be made before approval of the agenda. (Robert's Rules of Order)
- 3.3.1.1 Board Members shall forward all issues and/or correspondence pertaining to Election Board prior to being placed on the agenda.
- 3.4 Order of business is as follows: (Election Board Bylaws)
- I. Call to Order
 - II. Approve/Amend Agenda
 - III. Approve/Amend Minutes
 - IV. Tabled Business
 - V. Old Business
 - VI. New Business
 - VII. Other Concerns/Announcements
 - VIII. Next Meeting & Adjournment
- 3.5 Board Members shall sign in with the Secretary or designee prior to the meeting being called to order.
- 3.6 Roll call shall be taken to record those present or absent, both excused and unexcused.
- 3.6.1 A quorum must be established in order to proceed with the meeting.

- 3.6.2 Time(s) of arrival of member(s) who are tardy will be noted for the record in the meeting minutes.
- 3.6.3 Members may contact another member in any fashion to identify that they wish to be excused prior to the meeting.
 - 3.6.3.1 A verbal or written confirmation of the contact made with another Board Member is required for the Board Member requesting to be excused (with the exception of extreme emergencies).
- 3.7 Minutes shall be taken and typed in a consistent format by the Secretary which are designed to generate the most informative record of the meeting in its entirety.
 - 3.7.1 Minutes taken for each meeting require approval.
 - 3.7.2 All back-up information (handouts, reports, memoranda, etc.) shall be attached to the minutes and agenda for record-keeping purposes.
 - 3.7.3 Within two (2) weeks of being approved, minutes will be provided to the Election Board liaison of the Business Committee.
- 3.8 In order for Board members to receive stipends, each meeting must meet the requirement of being at least one (1) hour in length, and Board Members must be present for at least one (1) hour. (Comprehensive Policy Governing Boards, Committees, and Commissions)
 - 3.8.1 Stipends will be processed by the Secretary or designee with sign-off obtained by authorized Board members. (Stipend SOP OEB-004)

4

REFERENCES

- 4.1 Election Board Bylaws
- 4.2 Comprehensive Policy Governing Boards, Committees and Commissions
- 4.3 Election Board Stipend SOP OEB-004
- 4.4 Robert's Rules of Order
- 4.5 August 6, 2007 Election Board Meeting Minutes

Oneida Tribe of Wisconsin: Standard Operating Procedures	Title: Observing Elections	SOP NO: OEB-018
Division: Non-Divisional	Required Approval: Oneida Election Board	Date: 04/21/11
Chairperson: Leyne Orosco	Sign Off: 	Date: 04/22/11
Author: Oneida Election Board	Received By: Business Committee	Date: 4/22/11

1. PURPOSE

To provide a fair and orderly process for any eligible voting member of the Oneida Tribe of Indians of Wisconsin intending to exercise the opportunity to observe an election. Any eligible voter, other than a candidate has the opportunity to be at the polling place to observe an election. One of the primary objectives of observers is to track the number of voters to determine if supporters of a certain candidate have made it to the polls.

2. DEFINITIONS

2.1 Board – Oneida Election Board.

2.2 Electioneering – To solicit votes or distribute, wear or carry political literature, posters, banners, buttons, etc. to display refreshments showing any specific candidates' names.

2.3 Election Observer – Individuals who are eligible voting members of the Oneida Tribe who wish to exercise their opportunity to be present at the polling place during elections.

2.4 Eligible Voter – An enrolled Oneida Tribal member 21 years of age or older.

3. PROCEDURES

3.1 Any eligible voting member of the Oneida Tribe of Indians of Wisconsin , excluding candidates on the ballot; intending to exercise the opportunity to observe an election shall notify the Election Board of that intent in writing and submit to the Election Board at least ten (10) calendar days prior to election.

3.1.1 The requestor shall provide full name, physical address, and the name of the group, organization or candidate the observer represents.

3.1.2 Election Board shall take formal action at a duly called meeting to approve or deny request.

3.2 To ensure the orderly conduct of an election, the Election Board may reasonably limit the number of observers.



3.2.1 Election Board shall limit one (1) observer per candidate and or group/ organization.

3.2.2 Election Board shall limit approval to no more than two (2) groups/ organizations.

- 3.2.3 If, in the opinion of the Election Board, the polling place becomes too crowded to conduct an orderly election, the Election Board Chairperson or designee may limit the number of election observers in an objective and reasonable manner.
- 3.4 The observer shall be identified with a badge/nametag with wording of **ELECTION OBSERVER** supplied by the Election Board.
- 3.5 The Election Board Chairperson or designee shall direct the observer to an area of the polling place designated by the Board as an observation area.
- 3.6 Observers must comply with the Election Board's lawful commands.
- 3.7 Observers shall not engage in electioneering.
- 3.8 Observers shall not engage in any conversation with anyone present at the election concerning a candidate or question appearing on the ballot. Such conversation constitutes electioneering which is prohibited.
- 3.9 While in the polling place, observers shall keep conversation to a minimum and shall try to conduct whatever conversation is necessary at a low enough volume to minimize distraction to voters, other observers, and election officials.
- 3.10 Cell phones, electronic devices, camera, and/or video are not allowed inside the polling place by any observer.
- 3.11 Observers shall not wear any clothing, buttons or otherwise having the name or likeness of any candidate.
- 3.12 Observers shall not touch or handle any election materials.
- 3.13 Observers shall not be disorderly or disruptive of the voting process.
- 3.14 Observers shall not instruct or assist voters in any capacity.
- 3.15 Failure to adhere to any of these conditions will result in removal from the polling place.

4. REFERENCES

- 4.1 State of Wisconsin Election Observer Rules

 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: PLANNING & CONDUCTING A CAUCUS SOP	ORIGINATION DATE: 01/10/18 REVISION DATES: 05/22/2019 01/31/2018 EFFECTIVE DATE: <i>After last signature</i>
DIVISION: Non-Divisional	REQUIRED APPROVAL BY: ELECTION BOARD	DATE: 05/22/2019
CHAIRPERSON: Vicki Cornelius	SIGNED: 	DATE: 6/27/19
AUTHOR: Oneida Election Board	INFORMATIONAL COPY SENT TO: BC Support Office	DATE: 6/27/2019

1.0 PURPOSE

To develop a consistent process for nominating potential candidates at a Caucus for special and general Tribal elections in accordance with Tribal law.

2.0 DEFINITIONS

- 2.1 **Applicant** - a potential candidate who has not yet been officially approved for acceptance on a ballot.
- 2.2 **Candidate** - a petitioner or nominee for an elected position whose name is placed on the ballot by the Election Board after successful application.
- 2.3 **General Election** - the election held every three (3) years in July to elect the Chairperson, Vice-Chairperson, Secretary, Treasurer, and the five Council Members of the Business Committee and may include contests (other races) for elected board, committee and commission positions.
- 2.4 **Special Election** - the annual election held to fill elected vacancies of all boards, committees and commissions, primary election for Business Committee positions, if all vote recipients decline or are otherwise unable to be declared the winner, or filling an unexpected board, committee or commission vacancy that requires a special election according to the bylaws of that entity.

3.0 WORK STANDARDS

- 3.1 The Election Board will not release the nominated individuals at the caucus
- 3.2 The Election Board will not hold more than one caucus per election cycle

4.0 PROCEDURES

4.1 PRE-CAUCUS ACTIVITIES

- 4.1.1 Ensure there are ample blank applications. If additional applications needed, order from Oneida Printing.

- 4.1.2 Determine Caucus location and contact the facility to ensure equipment is ready and doors are open.
- 4.1.3 Date is set for the Elections
 - 4.1.3.1 Dates for General Election recommended by Election Board but GTC ultimate decision maker as General Election dates selected and approved by GTC at Annual meeting.
 - 4.1.3.2 Dates for Special Elections recommended by Election Board. The Special Election date is approved by the Business Committee.
- 4.1.4 Dates for Caucus
 - 4.1.4.1 The Election Board shall be responsible for calling a caucus before any election is held.
 - 4.1.4.1.1 The caucus for the general election shall be held at least ninety (90) calendar days prior to the election date. In a general election year, caucuses shall be combined so that candidates for the Business Committee and elected boards, committees and commissions are nominated at the same caucus.
 - 4.1.4.1.2 Caucuses for other elections shall be held at least forty-five (45) calendar days prior to the election date.
 - 4.1.4.2 Caucus Notice shall be posted to the general membership prior to Caucus date. This includes the date, time, and location.
- 4.2 **CAUCUS ACTIVITIES**
 - 4.2.1 Arrive at least one (1) hour early to set up.
 - 4.2.1.1 All members must arrive promptly at designated time. Stipend is forfeited if more than 15 minutes late.
 - 4.2.1.2 If members do not arrive within fifteen (15) minutes of expected arrival time, member on standby will be called to replace the absent member.
 - 4.2.2 A minimum of four (4) and a maximum of six (6) Board members shall be present to assist at Caucus by luck of draw if necessary.
 - 4.2.2.1 Spokesperson (Should be Chair or Vice-Chair)
 - 4.2.2.2 Record keeper (Secretary preferred or Delegate)
 - 4.2.2.3 Mic runners (Max of 2)
 - 4.2.2.4 Application distributor
 - 4.2.3 Election Board members shall not nominate individuals at the Caucus as it presents a look of impropriety and may be perceived as a conflict of interest.

- 4.2.3.1 If Election Board member chooses to nominate any individuals at the Caucus, that member shall recuse themselves from remaining election processes for that election cycle.
- 4.2.4 For Primaries/General Elections, nominations shall consist of the following positions: Chairperson, Vice Chairperson, Treasurer, Secretary, Council Member and other elected positions as required by by-laws or creating documents of a board, committee, or commission.
- 4.2.5 The procedures for the caucus shall be as follows:
- 4.2.6 Election Board spokesperson shall call the meeting to order and announce the information on the caucus script to those present at the caucus. (Reference Caucus script).
 - 4.2.6.1 Explain vacancies and Caucus process.
 - 4.2.6.2 Open nominations
 - 4.2.6.3 Close nominations
 - 4.2.6.4 Poll nominees
 - 4.2.6.5 Distribute applications
- 4.2.7 For Special Elections, all nominations are based upon the vacancies of boards, committees, and commissions ie. ONCOA. Land Commission, Gaming Commission, School Board, etc.
- 4.2.8 Vacancy information obtained from Tribal Secretary's office per formal action of the Election Board.
- 4.2.9 Candidates shall be nominated from the floor.
- 4.2.10 Those nominating individuals must state their name along with name of nominee.
- 4.2.11 Candidates shall be nominated from the floor.
- 4.2.12 Candidates nominated at the caucus, but not present to accept the nomination, shall be required to follow the petition process.
- 4.2.13 Applications are provided to all nominees at the close of the caucus. Applications are not available prior to the caucus.
- 4.2.14 Any eligible Tribal member may petition to be placed on a ballot according to the following procedures:
 - 4.2.14.1 Each petitioner, not nominated at caucus, shall file a petition containing endorsee's original signatures; photocopies shall not be accepted.
 - 4.2.14.2 Petitioners shall use an official petition form as designated by this law which may be obtained in the Tribal Secretary's Office or from the mailing for that caucus.

- 4.2.14.3 The petition form shall consist of each endorsee's:
 - 4.2.14.3.1 Printed name and address.
 - 4.2.14.3.2 Date of birth.
 - 4.2.14.3.3 Oneida Tribal Enrollment Number.
 - 4.2.14.3.4 Signature.
- 4.2.14.4 Petitioners shall obtain not less than ten (10) signatures of qualified voters.
- 4.2.14.5 All applications and petitions shall be filed by presenting the information to the Tribal Secretary, or designated agent, during normal business hours, 8:00 to 4:30 Monday through Friday, within five (5) business days after the caucus.
 - 4.2.14.5.1 No mailed, internal Tribal mail delivery, faxed or other delivery method shall be accepted.
- 4.2.14.6 After all nominations are closed, referendum questions are introduced to the Tribal Secretary. Registered voters may indicate opinions on any development, law or resolution, proposed, enacted, or directed by the Business Committee, or General Tribal Council, in a special referendum election.
 - 4.2.14.6.1 Referendum elections in which a majority of the qualified voters who cast votes shall be binding on the Business Committee to present the issue for action/decision at General Tribal Council.
 - 4.2.14.6.2 Referendum requests may appear on the next called for election.
 - 4.2.14.6.3 Referendum questions are to be presented to the Tribal Secretary, in writing, at the caucus prior to election regarding issues directly affecting the Tribe or general membership.
 - 4.2.14.6.4 Referendum questions shall be included on the ballot.
 - 4.2.14.6.5 Referendum questions are not to be debated at the Caucus.

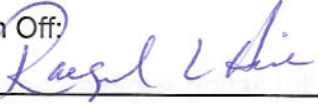
4.3 **POST CAUCUS ACTIVITES**

- 4.3.1 Ensure remaining application packets with petitions go to Tribal Secretary's office.
 - 4.3.1.1 Petitions shall be presented to the Tribal Secretary, or designated agent, during normal business hours, 8:00 to 4:30 Monday through Friday, but no later than prior to close of business five (5) business days after the caucus. The location to drop-off petitions shall be identified in the mailing identifying the caucus date.

- 4.3.2 Election Board shall pick up all completed applications from the Tribal Secretary's office at 4:30 p.m. on deadline date.
- 4.3.3 The following business day after the application deadline date the Election Board Officers shall:
 - 4.3.3.1 Drop off the carbon copy of applications and petitions to the Oneida Enrollment Department to verify all applicants and petition signatures are enrolled.
 - 4.3.3.2 Drop off the original application to the Gaming Backgrounds Department to complete a background check if applicable.
 - 4.3.3.3 E-mail Oneida Nation School Administration Office with applicant's name to verify Parent/Legal Guardian.
 - 4.3.3.4 E-mail Land Management with applicant's address to verify Brown/Outagamie County, On or Near the Reservation, etc. based upon position applicant is applying for.
 - 4.3.3.5 E-mail Land Management with applicant's name to verify that they are not employed with the Division of Land Management.
 - 4.3.3.6 E-mail verification of employment to organization(s) listed on application based upon position applicant is applying is applying for.
 - 4.3.3.7 E-mail the BCC Supervisor with applicant's name and Board, Committee, or Commission to verify consecutive terms based upon position applicant is applying for.
- 4.3.4 Election Board has meeting to review applications and start candidate eligibility process. (See Conducting Elections SOP).

5.0 REFERENCES

- 5.1 Election Law
- 5.2 Caucus Script
- 5.3 Conducting Elections SOP

Oneida Tribe of Wisconsin: Standard Operating Procedure	TITLE: Primary Elections	SOP NO: OEB -016
DIVISION: Non Divisional	Required Approval: Oneida Election Board	DATE: January 19, 2009
CHAIRPERSON: Racquel Hill	Sign Off: 	DATE: January 20, 2009
AUTHOR: Oneida Election Board	Sent to: Oneida Business Committee	DATE: 01/20/09

1. PURPOSE

Election held to determine the candidates to be placed on the general election ballot for Business Committee positions.

2. DEFINITIONS

- 2.1 **Accu-Vote Tabulator:** Machine used for casting and counting ballots of the voters.
- 2.2 **Ballot:** Official form used to cast votes.
- 2.3 **Candidate:** Petitioner or nominee whose application has been officially accepted and approved as eligible to be placed on a ballot.
- 2.4 **Certified Mail:** Service provided by U.S. Postal Service.
- 2.5 **Clerks:** Election Official identifying and registering all Oneida persons and determining eligibility.
- 2.6 **Election:** Process utilized to fill vacancies on boards, committees and commissions.
- 2.7 **Election Board:** Individuals elected and/or appointed to serve on the Election Board (a.k.a. Board Members).
- 2.8 **Election Officials:** Judges, Tellers, Clerks.
- 2.9 **Ender Card:** Pre-programmed form supplied by Accu-Vote vendor to signal the Accu-Vote Tabulator to end voting.
- 2.10 **Enrollment Office:** Official Tribal entity responsible for database of enrolled Tribal members and for verification of names and enrollment numbers.
- 2.11 **General Election Ballot:** Final ballot listing eligible candidates seeking a position for an elected vacancy within the Oneida Tribe.
- 2.12 **GTC:** General Tribal Council. The governing body of the Oneida Tribe.
- 2.13 **Judges:** Election Official informing and advising Chairperson of discrepancies, complaints, and controversy regarding voter eligibility.
- 2.14 **Memory Card:** Pre-programmed card supplied by Accu-Vote vendor.

- 2.15 **Oneida Election Law:** Law which governs Oneida elections.
- 2.16 **Override:** Voter requests rejected ballot to be tabulated. Election Official manually presses series of buttons on the Accu-Vote Tabulator to allow Rejected Ballot to be tallied.
- 2.17 **Primary Ballot:** Ballot listing eligible candidates seeking Business Committee officer or council position for placement on general election ballot.
- 2.18 **Polling Facility:** Official site for elections.
- 2.17 **Rejected Ballot:** Ballot rejected from the Accu-Vote Tabulator.
- 2.18 **Spoiled Ballot:** Ballot the voter claims error (i.e. over votes) and requests a new ballot.
- 2.19 **Tellers:** Election Official collecting and keeping safe all ballots.

3 PROCEDURES

Per the Oneida Election Law, there shall be a primary election for Oneida Business Committee positions whenever there are three (3) or more candidates for any officer positions or sixteen (16) or more candidates for the at-large council member positions. The Board does not need to hold primary election if the Oneida Business Committee positions did not draw the requisite number of candidates for a primary by the petitioning deadline set for the primary.

3.1 Developing a Time Table

The Chair or designee shall develop a timetable which includes, but is not limited to, the following information:

- Date of Caucus (Per Election Law, must be held 90 days prior to the election date.)
- Application Due Date
- Verification of Enrollments & Backgrounds Due Dates
- All 10-day Notice Mailout Dates
- All Board Meeting Dates
- Recount Requests Due Date

Example:

2011 ELECTION TIMETABLE			
DAY	DATE	TIME	PURPOSE
Tues	Oct/Nov	N/A	Send timetable to GTC Annual Agenda
Mon	Feb. 5 th	5:00 p.m.	Board mtg to approve caucus notice
Wed	Feb. 7 th	N/A	10-day, 10-day deadline to send caucus notice to Tribal membership
Sat	Mar 3 rd	1:00 p.m.	2011 General Election Caucus @ BCCR
Fri	Mar 9 th	4:30 p.m.	Deadline for application packets due in Tribal Secretary's office. Election Board Chair or designee picks up at 4:30 p.m.

Mon	Mar 12 th	8:00 a.m.	Chairperson has Enrollments do apps/petitions enrollment verifications
Mon	Mar 12 th	5:00 p.m.	Board mtg to review apps; approve letter to applicants to perfect apps by Mar 19 th ; format ballot
Sat	Mar 24 th	N/A	Last date for hearings
Mon	Mar 26 th	5:00 p.m.	Board mtg to approve primary ballot - send to vendor for printing & order memory card; approve memos to Enrollments, OPD & Records Mgmt; food vendor
Mon	April 2 nd	5:00 p.m.	Review/approve ballots & memory card. Approve Primary notice
Wed	April 4 th	N/A	Deadline mail out date for 10-day notice for Primary
Fri	April 13 th	N/A	Post Primary notice at prominent locations (polling place, NHC, 54 One Stop, Oneida Library & Intranet).
Fri	April 27 th	4:45 p.m.	Board mtg - set up polling place and run through
Sat	April 28th	7 a.m. - 7 p.m.	Polling place opens & Primary held.
Fri	May 4 th	4:30 p.m.	All recount requests due into the Tribal Secretary's office and Candidate Statements of Contributions due to Chair or Vice-Chair of Election Board.
Mon	May 7 th	5:00 p.m.	Board Mtg - Recount(s) conducted if necessary. (Recounts is a closed meeting of Board.)
Mon	May 21 st	5:00 p.m.	Approve election ballot - send to vendor for printing & order memory card; approve memos to Enrollments, OPD & Records Mgmt; food vendor
Mon	May 28 th	5:00 p.m.	Review/approve ballots & memory card. Approve Election notice
Wed	June 6 th	N/A	Deadline Mailout date for 10-day 10-day notice of Election to GTC
Fri	June 22 nd	N/A	Post Election notice at prominent locations (polling place, NHC, 54 One Stop, Oneida Library & Intranet).
Fri	July 6 th	4:45 p.m.	Set up polling place and run through
Sat	July 7th	7 a.m. - 7 p.m.	Polling place open and Elections held.
Fri	July 13 ^h	4:30 p.m.	All recount requests due into the Tribal Secretary's office and Candidate Statements of Contributions due to Chair or Vice-Chair of Election Board.
Mon	July 16 th	5:00 p.m.	Board Mtg - Recount(s) conducted if necessary. (Recounts is closed meeting of Board.)
Tues	July 24 th	4:30 p.m.	Submit results to BC Agenda to certify

Wed	July 25 th , Aug 1 st , or Aug 8 th	9 a.m.	Attend BC Mtg re; certification of election results
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3.2 Caucus

3.2.1 Election Board recommends Election date to Business Committee, along with Caucus date which has to be at least 45 days before election date.

3.2.2 The procedures for the caucus shall be as follows:

3.2.2.1 Potential candidates shall be nominated from the floor.

3.2.2.2 Potential candidates present at the caucus will accept/decline their nomination at the caucus. Potential candidates nominated at the caucus, but not present to accept the nomination, are required to follow the petition process.

3.2.2.3 Nominations shall consist of the following positions: Business Committee Chairperson, Vice-Chairperson, Treasurer, Secretary, Council Members and other elected positions as required by bylaws or creating documents of entities.

3.3 Applications Process

3.3.1 See Applications SOP

3.4 Appeals Process

3.4.1 See Hearings SOP and Hearings Script

3.5 Formatting Ballots

3.5.1 See Ballots SOP

3.6 Polling Place

3.6.1 The Board shall determine the Oneida Tribal facility where primary election is to be held.

3.6.2 The Board shall provide a voting area sufficiently isolated for each voter.

3.6.3 Requests shall be sent to the following to be present at elections:

3.6.3.1 Enrollments shall be responsible for verifying Tribal enrollment. Conduct of Enrollment Officers is governed by Election Officials during the voting period.

3.6.3.2 A minimum of one (1) Oneida Police Officer shall be present during the time the polls are open and until the counting of the ballots is complete and tentative results are posted.

3.6.3.3 Records Management is responsible to retain ballots which are locked in the black box when elections are completed. They will be escorted by an Oneida Police Officer to the Records Management Department for drop off. (See example memorandum.)

3.6.4 Campaigning of any type shall be prohibited within 280 feet of polling facility.

3.6.5 Any individual causing a disturbance for any reason shall not be allowed in the polling/voting area.

3.6.6 The Board has the discretion to restrict the polling facility to eligible voters only.

3.7 Notice of Polling Place and Times

3.7.1 The Chair or designee shall post a notice in a minimum of four (4) prominent locations on the Oneida reservation, publish notice in the Tribal newspaper, post

on internal electronic system(s) ie. groupwise, intranet, etc. stating the location of the polling place and polling hours.

3.7.1.1 Election Board will post in accordance with the Oneida Election Law (Article VIII. Election Process).

3.7.2 The Chair or designee shall post the notice a minimum of ten (10) days prior to the election and notices shall remain posted until the polls close.

3.7.3 The Chair or designee shall notify the Oneida Enrollment Office of the mailing a minimum of 20 days prior to the requested mailing.

3.7.4 The election notice shall be mass mailed a minimum of ten (10) days prior to the election (following the Tribal Meeting Notice Policy) to Tribal members 21 years of age and older. Said election notice shall state the date, time and location of the election along with a sample ballot.

Election Polling Facility

3.8 Set Up

3.8.1 The Board shall set up the polling facility and review checklist to ensure all materials are on-hand the day before date of elections. (See GTC Duties SOP and Diebold Instructions, and Elections Set-up Checklist.)

3.8.2 Duties will be assigned to Election Board Officials prior to poll opening.

3.8.3 Post signs: examples - no children allowed in polling facility, ballot box, and handicapped accessible area.

3.8.4 Perform a test run of the AccuVote Tabulator with the test memory card. (See GTC Duties SOP and Accuvote-OS Testing and Prepare (Set) for Election Instructions manual from Diebold Election Systems and test tape.)

3.9 Opening the Polls

3.9.1 Ensure Enrollments is present and prepared (Election Board provides Enrollments with sign-in sheets (See example)), Oneida Police Officer is present, and Board Members' duties assigned as Clerks, Tellers, and Judges.

3.9.2 Open and check the ballot box to ensure it is empty.

3.9.3 Prepare AccuVote Tabulator for elections with the pre-set memory card provided by the vendor and print a zero tape. (See GTC Duties SOP, Accuvote-OS Testing and Prepare (Set) for Election Instructions manual from Diebold Election Systems, and results tape.)

3.9.4 After the zero tape has automatically printed, push NO to the question, "Need another copy?" Have a minimum of two (2) Tribal members verify the ballot box is empty and have those two (2) Tribal members sign the zero tape for verification.

3.10 Spoiled and Rejected Ballots

3.10.1 If a voter spoils his/her ballot, he/she shall be given a new ballot.

3.10.2 The spoiled ballot shall be marked "VOID" and initialed by two (2) Election Officers and placed in an envelope marked as "Spoiled Ballots."

3.10.2.1 Spoiled or rejected ballots can be used by voters to re-vote as long as the ballots are marked "VOID" and they are returned to the Election Officials prior to exiting the polling facility

3.10.3 The spoiled ballots envelopes shall be retained and secured at Oneida Records Management for no less than 15 days following finalization of any challenge of the election.

- 3.10.4 Rejected ballots are to be placed in a specially marked container and sealed.
 - 3.10.4.1 Computer rejected ballots shall be reviewed by the Election Officials to verify the authenticity of the ballot. Ballots rejected because of mutilation shall be marked "REJECTED" and initialed two (2) Election Officials and placed in a sealed container marked as "Spoiled Ballots."

3.11 Closing Polls

- 3.11.1 At the close of polls, release the Enrollments' staff, make sure everyone except Oneida Police Officer and Election Board is in the polling facility and lock doors.

3.12 Generate Final Report - Post Tentative Results

- 3.12.1 Follow the directions from either the GTC Duties SOP or the instructions manual from Diebold Election Systems (referenced & attached) to generate the final report of votes cast, printing at least three (3) copies.
 - 3.12.1.1 Have at least six (6) Election Board members sign the bottom portion of the original zero total tape and place in the locked box w/ the ballots. Signatures are verifying the number of people signed in to vote with the number of ballots cast (on the ballot box).
- 3.12.2 You are ready to turn off Accu-Vote tabulator by following these steps:
 - 3.12.2.1 Answer YES to question, "Ready to Turn Unit Off?"
 - 3.12.2.2 Turn off the machine by pressing the red button on back left side of machine.
 - 3.12.2.3 Unlock and open the drop-down door on the front of the ballot box and remove the ballots. The ballots shall be placed in the Black Box to be locked. The locked Black Box will be taken to Records Management by a staff member of the Department. They will be escorted by an Oneida Police Officer after polls have been closed.
 - 3.12.2.4 Close and lock the drop-down door on the front of the ballot box.
 - 3.12.2.5 Replace the silver plate in the slot and lock.
 - 3.12.2.6 Remove memory card from slot located on the right front of machine.
- 3.12.3 Chairperson or designee is responsible for clearing and resetting the AccuVote Tabulator by following the instructions provided by AccuVote vendor: Resetting Memory Card From Election Mode to Test Mode Instructions (attached & referenced).
- 3.12.4 Chairperson with assistance from Election Board members will post tentative results in at least four (4) prominent locations on the Oneida reservation. (See example Tentative Results Form.)

3.13 Recounts Process

- 3.13.1 See Recounts SOP

3.14 Declaration of Results/Challenges

- 3.14.1 Upon completion of all recounts and/or appeals, the Election Board shall take formal action to declare the primary elections final.
 - 3.14.1.1 The two (2) candidates receiving the highest number of votes cast for each officer position shall be placed on the general election ballot.

- 3.14.1.2 The fifteen (15) candidates receiving the highest number of votes cast for the at-large council member positions shall be placed on the general election ballot.
- 3.14.1.3 Any position where a tie exists to determine the candidates to be placed on the ballot shall include all candidates where the tie exists.
- 3.14.2 In the event a candidate withdraws or is unable to run for office after being declared a winner in the primary, the Board shall declare the next highest primary vote recipient the primary winner. This procedure shall be repeated as necessary until the ballot is full or until there are no available candidates. If the ballot has already been printed, the procedures for notifying the Oneida public in section 2.5-11 and 2.5-12 of the Oneida Election Law shall be followed.
- 3.14.3 Notice is sent to Records Management to have the ballots destroyed after 30 days of general election or the ratification of the election result occurs, whichever is longer. (See example memorandum.)

4. REFERENCES

- 4.1 Memorandums to Backgrounds, Enrollments, Oneida Police Department, and Records Management
- 4.2 Applications SOP
- 4.3 Hearings SOP
- 4.4 Hearings Script
- 4.5 Ballots SOP
- 4.6 Oneida Election Law
- 4.7 Tribal Meeting Notice Policy
- 4.8 GTC Duties SOP
- 4.9 Accuvote-OS Testing and Prepare (Set) for Election Instructions provided by Diebold Election Systems
- 4.10 Election Set-Up Checklist
- 4.11 Sign-In Sheet
- 4.12 Resetting Memory Card From Election Mode to Test Mode Instructions
- 4.13 Test Tape
- 4.14 Results Tape
- 4.15 Tentative Results Form
- 4.16 Recounts SOP
- 4.17 Final Report
- 4.18 Memorandum to Records Management (Destroy Ballots)

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Records Management Ballot Box Responsibilities	ORIGINATION DATE: 07/11/2014 REVISION DATE: EFFECTIVE DATE: 04/07/2015
AUTHOR: Stephen Webster	APPROVED BY: <i>Steve Webster</i>	DATE: 4/07/2015
DEPARTMENT: Records Management	APPROVED BY:	DATE
DIVISION: Non-Division	APPROVED BY:	DATE:
	APPROVED BY:	DATE:
EEO REFERENCE NUMBER:	COMPLIANCE REVIEW BY: EEO	DATE:
PAGE NO: 1 of 2	APPROVED BY: HRD Manager	DATE:

1.0 PURPOSE

- 1.1 In order to be compliant with the Oneida Election Law this standard operation procedure outlines the way Records Management will manage the locked Oneida Election Boards ballot storage boxes. This will include the delivery, storage, and destruction that is carried out by the Records Management Department.

2.0 DEFINITIONS

- 2.1 During general elections two different ballot boxes are used. One box is for the Oneida polling site location and the other is for the Milwaukee polling site location.
- 2.2 The Oneida ballot storage box Activity Log is a form designed to track the names, dates, times, and various events of the Oneida Election Board ballot storage boxes from the time they are delivered until the time the ballots are destroyed.

3.0 WORK STANDARDS / PROCEDURES

- 3.1 Records Management will only accept the ballot storage boxes if they are locked.
- 3.2 At no point will the Records Management staff manage the keys to the locks of the ballot storage boxes.
- 3.3 The Oneida Ballot Box Activity Log form will be used for ALL activity that involves the Oneida Election Boards ballot storage box.
 - 3.3.1 This form should physically stay with the ballot box until the ballots have been destroyed.
 - 3.3.2 After the ballots have been destroyed Records Management will maintain the Ballot Box Activity Log form for 7 years from the date of the election

listed on the form.

- 3.4 The Records Management Department is notified by the Election Board about the upcoming date and time for an Election in writing within 3 business days prior to the election date.
 - 3.4.1 The Records Management Department will respond with the name and contact information of the staff member who will be responsible for allowing the Oneida Police Officer to transport the ballot storage box into the Records Facility to be stored in storage room 5B.
 - 3.4.1.1 This room has been designated for storing the ballot box due to the fact that it has an electronic key pass access, which registers the date, time, and individual entering that room.
- 3.5 After the election is completed and the Oneida Police Officer has delivered the ballot storage box to the Norbert Hill Center Records Management Facility, the date and time that the ballot box was dropped off, the Oneida Police Officers name who transported it, and Records Management staff member (or designee) name, will all be recorded on the Oneida Ballot Box Activity Log form that is kept on a clip board in storage room 5B.
 - 3.5.1 The ballot storage box located in Milwaukee is locked and then transported by and Oneida Police Officer to the Oneida Police Department and is stored in the evidence locker until the Records Management Department notifies them to transport the ballot storage box over to the Norbert Hill Center within 5 business days.
- 3.6 In the event of a recount, the Oneida Election Board will notify the Records Management Department of the date, time of pick up, and location the recount will occur.
 - 3.6.1 If the ballot storage box needs to be transported to an alternate location, an Oneida Police Officer will be responsible for transporting it to and from the location and the activity will be noted on the Oneida Ballot Box Activity Log
- 3.7 In the event of an audit, the Oneida Election Board will notify the Records Management Department of the date, time, and individual's name of the person conducting the audit.
 - 3.7.1 If the ballot storage boxes need to be transported to an alternate location an Oneida Police Officer will be responsible for transporting them to and from the location and the activity will be noted on the Oneida Ballot Box Activity Log.
- 3.8 Any time the ballot storage boxes are to be opened during the time they are stored at Records Management the following must occur.
 - 3.8.1 An email should be sent to notify Records Management department to allow them to designate a staff member to be physically let the Election Board Members in and to be present during the time it is opened.
 - 3.8.2 All emails regarding the opening of the ballot storage box must have all of the Election Board members included on the message
 - 3.8.2.1 Records Management will not allow access to the ballot storage box unless all Election Board members are aware of it being opened.

- 3.8.3 A Records Management staff member will be present for the entire time the ballot box is opened, with exception to recounts.
- 3.9 The Oneida Election Board will notify the Records Management Department when the ballots need to be destroyed.
 - 3.9.1 Records Management department will assist the Oneida Election Board member with filling out the paperwork required for their shred request process.

4.0 REFERENCES

- 4.1 Oneida Election Law

5.0 FORMS

ONEIDA BALLOT BOX ACTIVITY LOG

Election Title: _____ Date: _____

Purpose: This form is to be used to track all activity of the Oneida Election Boards ballot box that is stored in the Records Management Department.

ONEIDA LOCATION BALLOT BOX ARRIVAL

Oneida Police Officer dropping of the ballot box for the Oneida location: (PLEASE PRINT NAME) _____

Records Management staff accepting the ballot box for the Oneida location: (PLEASE PRINT NAME) _____

Drop Off Date: _____ Drop Off Time: _____

MILWAUKEE LOCATION BALLOT BOX ARRIVAL

Oneida Police Officer dropping off the ballot box for the Milwaukee location: (PLEASE PRINT NAME) _____

Records Management staff accepting the ballot box for the Oneida location: (PLEASE PRINT NAME) _____

Drop Off Date: _____ Drop Off Time: _____

BALLOT BOX ACTIVITY LOG

Date:	Time:	Printed Names	Purpose

Oneida Tribe of WI Standard Operating Procedure	Title: Stipends (Revised)	SOP NO: OEB-004
Division: Non-Divisional	Required Approval: Oneida Election Board	Creation Date: April 4, 2006
Chairperson: Racquel Hill	Sign Off: 	Revision Date: March 23, 2009
Author: Oneida Election Board	Sent to: Oneida Business Committee	Date: 3-27-09

1 PURPOSE

To ensure stipends are paid in accordance with the Election Board Bylaws and the laws governing Boards, Committees and Commissions.

2 DEFINITIONS

- 2.1 **GTC:** General Tribal Council. The governing body of the Oneida Tribe of WI.
- 2.2 **Stipend:** Honorarium paid to Election Board Members to offset expenses incurred for attending meetings and/or trainings.
- 2.3 **Board Members:** Individuals elected or appointed to serve on the Oneida Election Board.
- 2.4 **Pro-rated:** Total attendance time divided by appropriate stipend amount for attending GTC meeting(s).
- 2.5 **Sign-in Sheet:** Internal form developed to track Election Board Member's time and attendance.
- 2.6 **Sub-Committee:** A subordinate committee composed of members appointed by the Election Board established to pursue a certain goal(s).
- 2.7 **Travel:** Any non-local travel which requires an overnight stay.

3 PROCEDURES

Payment

- 3.1 Board Members shall sign their name on the "sign-in" sheet for meetings and/or elections attended.
 - 3.1.1 Stipend amount shall be prorated by the Election Board Chair based on time attended at GTC meeting.
- 3.2 Election Board Secretary shall be responsible to obtain authorized signatures.
 - 3.2.1 Election Board Secretary shall be responsible to submit the original "sign-in" sheet and a copy of the Election Board minutes or GTC notice, to the Accounting Department.

Conducting Elections

- 3.3 Board Members are paid at an hourly rate for conducting elections per Election Board Bylaws.

Meeting Attendance

- 3.4 Board Members may need to attend other meetings regarding Election Board business.
 - 3.4.1 The Election Board shall take formal action to direct Board Member(s) to attend other meetings.

- 3.4.2 The Election Board shall take formal action to approve stipend payment(s) for Board Members directed to attend other meetings.
- 3.4.3 Board Members who are Oneida Tribal employees, shall utilize vacation/personal time or leave without pay, prior to collecting a stipend.

Training

- 3.5 Board Members, who are Oneida Tribal employees, attending Tribal wide training that is offered to all employees, are not eligible for a stipend.
 - 3.5.1 Board Members who are *not* Oneida Tribal employees, and are directed to attend Tribal wide training, shall abide by Section 3.4.
- 3.6 Training requiring travel, shall be limited to individual Board Members participation, once every two (2) years.
 - 3.6.1 Training declined by a Board Member may be offered to other Board Members.
 - 3.6.2 Travel for training shall be limited to no more than three (3) Board Members at any one time.
 - 3.6.3 The Election Board Secretary shall be responsible to complete travel arrangements, hotel accommodations, and stipends *prior* to Board Members departure.
 - 3.6.4 Board Members shall be responsible for obtaining leave request(s) as required by their supervisor or employer.
 - 3.6.5 Written travel reports shall be submitted to the Election Board within 14 calendar days.
 - 3.6.6 No Board Member shall be authorized to travel for any non-local training within the year their term expires.
- 3.7 Board Members shall be responsible to reimburse all costs associated with local and non-local training if Board Member does not attend training and does not contact one of the Election Board officers requesting to be excused.
 - 3.7.1 A verbal or written confirmation of the contact made with Election Board officer is required for the Board Member to be excused.


Sub-Committees

- 3.8 Election Board sub-committees shall receive stipends for sub-committee meetings if all of the following criteria are met:
 - 1) Quorum of three (3) members established;
 - 2) Members sign-in with time in & time out;
 - 3) Meeting meets requirement of being at least one (1) hour long, and sub-committee members present for at least one (1) hour. (Comprehensive Policy Governing Boards, Committees and Commissions);
 - 4) Approval obtained through formal action of Election Board.

4

REFERENCES

- 4.1 Oneida Election Law
- 4.2 Oneida Election Board Bylaws
- 4.3 Laws Governing Boards, Committees and Commissions
- 4.4 Election Board Meeting SOP
- 4.5 Oneida Personnel Policy and Procedures
- 4.6 Sign-in Sheet
- 4.7 Oneida Travel Policy

Oneida Tribe of Wisconsin: Standard Operating Procedures	Title: Storage of Accu-Vote Tabulator Machine (Revised)	SOP NO OEB-015
Division: Non-Divisional	Required Approval: Oneida Election Board	Creation Date: January 20, 2009
Chairperson: Leyne Orosco	Sign Off: 	Revision Date: January 4, 2011
Author: Oneida Election Board	Received By: Oneida Business Committee	Date: 01-19-11

1. PURPOSE

To ensure proper storage and access of Accu-Vote Tabulator Machine for safekeeping, security and availability to Election Board.

2. DEFINITIONS

2.1 Accu-Vote Tabulator Machine – Machine used for counting ballots of the voters.

3. PROCEDURES

3.1 For the safekeeping and securing of the Accu-Vote Tabulator Machine shall be stored in the Election Board storage area (Room 339 of Norbert Hill Center) when not in use.

3.2 GTC Meetings

3.2.1 Chair or designee of Election Board shall transport Accu-Vote Tabulator Machine to GTC meetings to be ready for a ballot vote should a motion of GTC require vote by ballot.

3.2.2 Accu-Vote Tabulator Machine shall be secured and retained by the Election Board during GTC Meetings until vote by ballot is called for by GTC.

3.2.3 Chair or Designee of Election Board shall transport Accu-Vote Tabulator Machine to Election Board storage area (Room 339 of Norbert Hill Center) upon adjournment of GTC meeting but no later than the next business day.

3.3 Conducting Elections

3.3.1 Chair or designee of Election Board shall transport Accu-Vote Tabulator Machine for: 1) Election Board Member Training of Accu-Vote Tabulator Machine; 2) Verification of Memory Card (per Election Law and Audit conducted in 2008); 3) Election Set-Up day before Election; and 4) Election day (polling site).

3.3.1.1 Upon completion of utilizing Accu-Vote Tabulator Machine for training, verification of memory card, election set up, and/or elections, the Chair or designee of Election Board shall return the Machine to Election Board storage area (Room 339 of Norbert Hill Center).

3.4 Recounts

3.4.1 Chair or designee of Election Board shall transport Accu-Vote Tabulator Machine to Election Board meeting to conduct recount(s).

3.4.1.1 Upon completion of recount procedures, Chair or designee of Election Board shall return Accu-Vote Tabulator Machine to Election Board storage area (Room 339 of Norbert Hill Center).

4. REFERENCES



4.1 GTC Meetings SOP #OEB-002

4.2 Recounts SOP #OEB-008

4.3 Conducting Elections SOP #OEB-009

Oneida Tribe of Wisconsin: Standard Operating Procedures	Title: SOP Sub-Committee	SOP NO OEB-014
Division: Non-Divisional	Required Approval: Oneida Election Board	Date: January 19, 2009
Chair Person: Racquel Hill	Sign Off: 	Date: January 20, 2009
Author: Oneida Election Board	Sent To: Oneida Business Committee	Date: 01/20/09

1. **PURPOSE**
To conduct a fair and orderly process in developing, reviewing and/or amending Election Board Standard Operating Procedures (SOPs)
2. **DEFINITIONS**
 - 2.1 Member at Large – Any Board Member who is not acting in an officer capacity.
3. **PROCEDURES**
 - 3.1 Election Board is required to develop, review, and/or amend SOPs on an annual basis.
 - 3.2 SOP Sub-Committee shall consist of the following Board Members: Two (2) officers and member at large.
 - 3.2.1 Members at large will rotate into SOP Sub-Committee on an as-needed basis to allow all Board Members the experience and knowledge to develop SOPs.
 - 3.2.1.1 SOP Sub-Committee members are selected alphabetically by first letter of first name.
 - 3.2.1.2 Board Members can decline a seat on SOP Sub-Committee, whereas, next Board Member in line is offered seat until seat is filled.
 - 3.2.1.3 All Board Members shall participate on SOP Sub-Committee.
 - 3.2.2 SOP Sub-Committee shall sign in and out on sign-in sheet.
 - 3.2.2.1 Sign-in sheet shall consist of signatures of Board Members in attendance, time in, time out and list of topic(s) covered.
 - 3.2.3 SOP Sub-Committee shall be paid a stipend in compliance with Comprehensive Policy Covering Boards, Committees and Commissions and Election Board Stipends SOP (OEB-004) and with formal approval of Election Board
 - 3.3 Roles of SOP Sub-Committee are to analyze current procedures for possible revisions, review the need for additional SOPs, draft SOPs for Election Board input and formal action.
 - 3.3.1 SOP Sub-Committee will meet on an as-needed basis annually until all SOPs have been developed and/or revised and formal action to approve has been taken by Board.
4. **REFERENCES**
 - 4.1 Comprehensive Policy Governing Boards, Committees and Commissions
 - 4.2 Stipends SOP OEB-004

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	TITLE: Travel	ORIGINATION DATE: 07-16-07 REVISION DATE: 07/30/2019 05/22/2019 EFFECTIVE DATE: After last signature
DIVISION: Non-Divisional	REQUIRED APPROVAL BY: Oneida Election Board	DATE: 7/30/2019
CHAIRPERSON: Vicki Cornelius	SIGNATURE: 	DATE: 8/12/19
AUTHOR: Oneida Election Board	INFORMATIONAL COPY SENT TO: BC Support Office	DATE: 8/12/19

1.0 PURPOSE

To ensure training and travel by Board members is processed in accordance with Tribal policy.

2.0 WORK STANDARDS

- 2.1 Nation-wide Training: The Election Board shall take formal action to direct and/or approve Board Member(s) to attend training offered by the Oneida Nation.
 - 2.1.1 Board Members who are Oneida employees shall receive permission from their immediate supervisor to attend training on behalf of the Election Board.
 - 2.1.2 Board members shall not receive stipends for Nation-wide training unless approved by formal action of the Board.
- 2.2 Off-Site Training: The Election Board shall take formal action to direct and/or approve Board Member(s) to attend training offered outside of the Oneida Nation.
 - 2.2.1 Training requiring travel shall be limited to individual Board Members participation once every term.
 - 2.2.2 Training declined by a Board Member may be offered to other Board Members.
 - 2.2.2.1 Board member shall make every attempt to cancel in a timely manner so another Board member is afforded the opportunity to attend training.
 - 2.2.2.2 If Board member fails to show up for training they shall reimburse cost back to the Election Board budget, unless the Board takes formal action approving otherwise.
 - 2.2.3 Travel for training shall be limited to no more than three (3) Board Members at any one time (see Nation's Travel Policy).
 - 2.2.4 Board members shall not be allowed to travel within the last year of their term.
 - 2.2.5 The Election Board Secretary or designee shall be responsible to complete travel arrangements and hotel accommodations prior to departure.
 - 2.2.5.1 Board Members shall receive per diem as set forth in the

- Federal Register for Per Diem Rates and Lodging.
- 2.2.5.2 Board members shall not receive stipends for off-site training unless approved by formal action of the Board.
 - 2.2.6 Board Members shall be responsible for obtaining leave request(s) as required by their supervisor or employer.
 - 2.2.7 Written travel reports shall be submitted to the Election Board within 14 calendar days upon return from training.
- 2.3 Off-site Elections: The Election Board shall take formal action to direct and/or approve Board Member(s) to travel to conduct off-site elections.
- 2.3.1 Election Board to obtain approval for travel for six (6) Election Board members/alternates, one (1) Trust Enrollment staff, and one (1) Oneida Police Officer for Milwaukee polling location.
 - 2.3.1.1 When preparing for general election, submit request to BC agenda for travel for primary and general election prior to the caucus date.
 - 2.3.1.2 When preparing for special election, include travel request to the Business Committee for approval along with the request to approve special election date.
 - 2.3.2 The Election Board Secretary or designee shall be responsible to contact Travel Department to complete hotel accommodations (room block) for all travelers. Secretary or designee may complete necessary travel forms for Election Board Members and alternates prior to departure.
 - 2.3.2.1 Board Members are responsible to ensure a complete Travel Authorization Request Form has been submitted to Accounting prior to traveling.
 - 2.3.2.2 Board Members shall receive per diem as set forth in the Federal Register for Per Diem Rates and Lodging for ONLY the day prior to and day after election date at offsite polling location.
 - 2.3.2.3 Board Members shall receive an hourly rate for time spent working at the polls on date of off-site elections as set forth in the Election Law and Election Board Bylaws.
 - 2.3.2.4 Mileage allowance of \$75.00 (check) permitted for those who utilize personal vehicle to travel to off-site polling location.
 - 2.3.2.4.1 Must possess driver's clearance under the Oneida Nation's Vehicle Driver's Policy.
 - 2.3.2.4.3 Must sign form(s) agreeing to abide by terms of Election Board.
 - 2.3.2.4.3.1 Form(s) provided to Board members and alternates to sign at first official meeting of being sworn in.
 - 2.3.2.5 Another option is to utilize a Tribal vehicle when available. Must follow guidelines provided in 2.3.2.3.
 - 2.3.2.6 Board members are responsible to reconcile travel expenses and submit Expense Voucher to Accounting within one (1)

week after elections have taken place.

2.3.2.6.1 If Board members do not file the necessary paperwork in a timely manner, they forego the ability to travel during the next election.

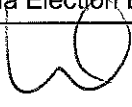
2.3.2.6.2 Board members may be responsible for reimbursement of per diem and other travel costs to Oneida Nation if travel reconciliation processes are not adhered to.

2.3.3 Oneida Police Officer and Trust Enrollment Staff responsible to complete necessary travel forms prior to departure and inform the designee of the Election Board when completed.

2.3.3.1 All subsections in 2.3.2 apply to Oneida Police Officers and Trust Enrollment Staff, and associated travels costs are paid for within each respective budget per the Election Law.

3.0 REFERENCES

- 3.1 Accounting Expense Voucher
- 3.2 Accounting Travel Authorization Request Form
- 3.3 Election Board Code of Conduct
- 3.4 Election Board Bylaws
- 3.5 Federal Register for Per Diem Rates and Lodging
- 3.6 Oneida Election Law
- 3.7 Oneida Nation Driver's Clearance Policy

Oneida Tribe of Wisconsin: Standard Operating Procedures	Title: Years of Service Recognition (Revised)	SOP NO: OEB-012
Division: Non-Divisional	Required Approval: Oneida Election Board	Effective Date: February 25, 2008
Chairperson: Leyne Orosco	Sign Off: 	Revision Date: October 12, 2010
Author: Oneida Election Board	Sent to: Oneida Business Committee	Date:

1. PURPOSE

To ensure outgoing Board members are duly recognized for their years of service on the Oneida Election Board.

2. DEFINITIONS

Term - Three (3) years

3. PROCEDURES

3.1 Board members have reached the 2-term limit (per Election Law & Election Board Bylaws) or are not re-elected at caucus.

3.2 Outgoing Board members are recognized at official Election Board meeting.

3.2.1 Board member who has served 2-term limit (six (6) years), shall receive for their years of service a \$100 gift card.

3.2.2 Board member who has served one (1) term (three (3) years), shall receive for their years of service a \$45 gift card.

3.3 Board members who have been removed, requested to resign, dismissed, etc. are not eligible for the years of service recognition.

3.4 Once 2-term limit has been met and/or gift card received for years of service, any future recognition of terms served shall follow 3.2.

4. REFERENCES

4.1 Election Law

4.2 Election Board Bylaws