

Little River Band of Ottawa Indians
Election Board
2608 Government Center Drive
Phone (231) 398-6709
ElectionBoard@LRBOI-NSN.GOV



DECLARATION OF CANDIDACY PACKET FOR CANDIDATES
FOR THE REGULAR ELECTION:
April 25, 2025

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SPECIAL INSTRUCTIONS

Please keep for your records the Election Board Regulations, Declaration Packet Check List, Election Calendar of Important Dates, and Candidate Campaign Financial Report. **Please carefully read all documents.**

The Declaration Packet Checklist included in this packet must be filled out completely, signed and sent back with the packet no later than **5:00 pm October 4, 2024.** A missing checklist will result in an ineligible packet.

All campaign spending limits are \$5,000.00. This is the maximum amount that may be spent by or on behalf of any Candidate in an Election for any office. This is also the spending limit for Recalls, Initiatives, and Referendums. This figure includes in-kind contributions. For more information, please review the Election Board Regulations, Chapter 6, Section 3.

Candidates for Tribal Council or Tribal Court shall have a background check conducted. The fee for that background check will be **\$100**. The fee must be paid by money order made out to Little River Band of Ottawa Indians when you submit the Declaration of Candidacy Packet by mail or dropping it off during office hours. **NO CHECKS WILL BE ACCEPTED.**

Candidates for Tribal Council must "Disclose to the Membership" information as required by the Constitution. This language can be found in the Tribal Constitution Article IV Section 3(b) and Article V Section 2(b). Further explanation for the Disclosure can be found in Election Board Regulations Chapter 4, Section 6. The disclosure will then be posted on the LRBOI Election Board web page for the duration of the election. The disclosure period is ten (10) years immediately preceding April 25, 2025. **The disclosure form must be filled out and turned in with your Declaration of Candidacy Packet.**

The Election Board will review your Declaration of Candidacy Packet when you return it to ensure that all documents are included and filled out correctly. The Declaration of Candidacy Packet will be date stamped and a receipt will be sent to the email address included in your packet or if dropped off you will be given a receipt at that time.

The requirements for the Candidate Campaign Financial Report can be found in the Election Board Regulations Chapter 6, Section 4-C and must be filled out and returned to the Election Board Office by email, mail or hand delivered by 5:00pm Friday, May 2, 2025. **The Candidate Campaign Financial Report must have all receipts and documentation attached when submitted.** If you haven't spent anything please indicate that by putting a zero in the Candidate Expenditure section, however, please remember that the \$100 background check should be included on your form. This report will be date stamped on the day it is received.

Office Hours:

Packet Pick Up	Manistee-	<i>August 23, 2024, from 3:00pm to 6:00pm</i>
		<i>Election Board Office-Government Center</i>
	Muskegon-	<i>September 6, 2024, from 3:00pm to 6:00pm.</i>
		<i>Election Board Office-Government Center</i>
Packet Drop Off	Manistee-	<i>August 23, 2024, from 12:00pm to 2:00pm</i>
		<i>Barclay Building 1101 W Hackley Ave A Muskegon, MI</i>
	Muskegon-	<i>September 27, 2024, from 12:00pm to 2:00pm</i>
		<i>Barclay Building 1101 W Hackley Ave A Muskegon, MI</i>
Manistee-	<i>October 4, 2024, from 3:00pm to 5:00pm</i>	
	<i>Election Board Office-Government Center</i>	
Muskegon-	<i>October 4, 2024, from 8:00am to 11:00am</i>	
	<i>Barclay Building 1101 W Hackley Ave A Muskegon, MI</i>	

ELECTION CALENDAR OF IMPORTANT DATES

AUGUST

- 8/19 Regular Election Announcement.
- 8/23 Candidate packets available online and by email request.
- 8/23 Candidate packet pick up available in Muskegon and Manistee from the Election Board

SEPTEMBER

- 9/6 Candidate packet pick up available in Manistee from the Election Board
- 9/27 Candidate packet pick up available in Muskegon from the Election Board

OCTOBER

- 10/4 Candidate packets due back no later than 5:00pm and must be fully completed
- 10/4 Candidate packet drop off available in Muskegon and Manistee from the Election Board
- 10/25 Slating of Candidates. Per regulations, post the slating of candidates by 12 noon 10/26.
- 10/28 Deadline to withdraw candidacy via email by 5:00pm.

NOVEMBER

- 11/1 Registration Deadline to vote in the Primary and Regular Elections.
- 11/19 Ballots sent.

DECEMBER

- 12/23 Deadline to request replacement ballot.

JANUARY

- 1/3 Deadline for Disputes.
- 1/17 Primary Election.
- 1/20 Deadline for Withdrawal of winners.
- 1/24 Deadline for Challenges.

FEBRUARY

- 2/14 Registration Deadline to vote in the Regular Election.

MARCH

- 3/7 Ballots sent.

APRIL

- 4/4 Deadline to request replacement ballots.
- 4/25 Regular Election Day.
- 4/28 Deadline to withdraw, via email by 5:00pm.

MAY

- 5/1 Deadline for Challenges and/or Recounts.
- 5/2 Deadline for Financial Reports from Candidates.

Declaration Packet Check List

(You must mark off each check point below and sign to be eligible for a completed candidate packet)

1. Copy of your Tribal ID. Must be current and up to date.	<input type="checkbox"/>
2. Copy of your Driver's License or State ID. Must be current and up to date.	<input type="checkbox"/>
3. Aside for candidates running for the Election Board, all other candidates must include a money order for their background check fee. Lack of the money order included with your packet will result in an ineligible status to run. \$100 money order should be made out to Little River of Ottawa Indians. Fee is nonrefundable.	<input type="checkbox"/>
4. Include 2 utility bills/credit card or bank statements that show the candidates name and address.	<input type="checkbox"/>
5. Initial and sign the Sworn Statement for the office you are running for.	<input type="checkbox"/>
6. Initial and sign the Acknowledgement for all Candidates.	<input type="checkbox"/>
7. Fill out the Background Application completely including the Background Check Certification sign and initial.	<input type="checkbox"/>
8. Sign and date the Authorization for Release of Information.	<input type="checkbox"/>
9. Fill out, sign and date the Disclosure Form.	<input type="checkbox"/>
10. Keep the Candidate Campaign Finance Report and plan to send it to the Election Board no later than May 2, 2025.	<input type="checkbox"/>
11. The Biography and Photograph must be included in the packet, if you so choose to be included in any publications, postings and/or mailings done by the Election Board. If it is not included, it will be indicated that they were not submitted.	<input type="checkbox"/>

***Lack of a signature and all points above checked off will result in an ineligible candidate packet. All packets must be returned with the checkpoints checked off, signature and money order for the background check to be eligible for a completed, approved packet. Your signature below indicates acknowledgement of this requirement. ***

Signature: _____

Declaration of Candidacy Application

Please complete and submit this application with the Declaration of Candidacy Packet to the Election Board by 5:00 pm on October 4, 2024.

This address must match what is on file with Enrollment.

Please Print Clearly:

Last Name	First Name	M.I.	Tribal I.D. #
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Physical Address (where you live)	Date of Birth
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City	State	Zip
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Mailing Address (if you receive your mail at a different location)

City	State	Zip
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Contact phone number _____

Email address: _____

Your receipt of packet will be sent to this email address.

Please print your name below as you would like it to appear on the official ballot:

Name _____

I declare Candidacy for the following office:

- _____ Office of Tribal Council- At Large (1 seat)
- _____ Office of Tribal Council- Outlying (2 seats)
- _____ Office of Tribal Council- Nine County (2 seats)
- _____ Office of Election Board (3 seats)
- _____ Office of Associate Judge (1 seat)

Signature	Date
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SWORN STATEMENT BY THE CANDIDATE

For the Office of Tribal Council:

I, _____ am a member of the Little River Band of Ottawa Indians who is twenty-one (21) years of age or older and a resident of the State of Michigan for at least six (6) months prior to the date of the next scheduled Election.

Circle the following statements that apply to you.

I do or do not have any conviction or pending prosecution for a crime involving fraud or misrepresentation: and /or _____ (initials)

I do or do not have any conviction within the past ten (10) years or pending prosecution for any crime listed in the major Crimes Act. (U.S. Stat. Vol23, Chapter 341) (murder, manslaughter, rape, assault with intent to murder, arson, burglary, or larceny: and/or _____ (initials)

I do or do not have any conviction within the past ten (10) years or pending prosecution for any offense, the victim of which was the Tribe or any Tribal business, enterprise, department, or program, and /or _____ (initials)

I do or do not have any conviction within the past ten (10) years or pending prosecution for any offense related to sexual crimes or criminal sexual conduct where the perpetrator was convicted as an adult at the time the crime was committed or is on the list of sex offenders in any jurisdiction. _____ (initials)

I, _____

swear or affirm that all information provided is true and accurate. _____ (initials)

Date: _____ Signature: _____

SWORN STATEMENT BY THE CANDIDATE

- **For the Office of Tribal Court: *Tribal Member***

I, _____, am a member of the Little River Band of Ottawa Indians who is twenty-five (25) years of age or older, is not a member of the Tribal Council or the Ogema or running for a seat on the Tribal Council or for the office of the Ogema.

Check any of the following statements that apply to you.

YES _____ NO _____ I have not been convicted of any crime or dishonesty, or moral turpitude, nor been convicted of a felony under Tribal, or State law within the ten (10) year period immediately preceding the date of the election or in the event of a vacancy under Article X, Section 4(a), his or her appointment. _____ (initials)

Date: _____ Signature: _____

- **For the Office of Tribal Court: *Non-Tribal Member***

I, _____, am a non-member of the Tribe that may be appointed to or elected to serve as a Tribal Judge if I possess a Law degree and have practiced in Federal Indian law or as a Tribal Judge.

Check any of the following statements that apply to you.

YES _____ NO _____ I have not been convicted of any crime or dishonesty, or moral turpitude, nor been convicted of a felony under Federal, Tribal, or State law within the ten (10) year period immediately preceding the date of the election or in the event of a vacancy under Article X, Section 4(a), his or her appointment. _____ (initials)

I, _____ swear or affirm that all information provided is true and accurate.
_____ (initials)

Date: _____ Signature: _____

SWORN STATEMENT BY THE CANDIDATE

For the Office of Election Board:

I, _____, am a member of the Little River Band of Ottawa Indians. Election Board Members who do not hold Elected Office, except for the office of Election Board, and are not running for any other office shall be eligible to run and serve as an Election Board Member. Election Board Members who choose to run for a different Elected Office must resign from the Election Board no later than the date the candidacy packets are available.

I, _____ swear or affirm that all information provided is true and accurate. _____ (initials)

Date: _____ Signature: _____

Acknowledgement for all Candidates

The following statements apply to all candidates for Elected Office:

I have read and understand the regulations governing the election process. Initials_____

I understand that I may be removed as a candidate in the event that my candidate declaration or any of my required disclosures are found to contain a false statement. Initials_____

I understand that my candidacy shall be subject to ineligibility if it's found that I have exceeded the Campaign expenditure limit. Initials_____

I understand that my candidacy shall be subject to ineligibility and possible prosecution if it's found that campaign expenditures or contributions have been fraudulently reported. A candidate who knowingly submits false information on a Campaign Finance Report shall forfeit the election. The Election Board will refer any credible allegations of election fraud to law enforcement. Initials_____

I understand that my candidacy shall be subject to ineligibility if it's found that limits on campaign expenditures have been exceeded. Initials_____

I understand that all Declarations of Candidacy are a matter of Tribal records, which shall be kept on file with the Election Board. Initials_____

I understand that if I wish to withdraw my candidacy in this election I must do so by 5:00 pm on October 28, 2024, to the electionboard@lrboi-nsn.gov email address. Initials_____

Please print name here

Signature

Date

**Background Application
Little River Band of Ottawa Indians
2608 Government Center Dr.
Manistee, MI 49660**

Personal Information

Last Name _____ First Name _____

Middle Name _____ Maiden Name _____

Alias or prior names used in last 10 years _____

Current Physical Address _____

Street Address	City	State	Zip
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Date of Birth _____ Social Security Number _____

Driver's License # _____ State issued _____ Exp Date _____

Telephone Number () _____

List all residences you have lived in the last ten (10) years:

Street Address	City	State	Zip
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Street Address	City	State	Zip
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Street Address	City	State	Zip
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Street Address	City	State	Zip
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Street Address	City	State	Zip
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Arrest or Convictions: Please read carefully and thoroughly.

Your answer should include convictions resulting within the past ten (10) years for any crime listed in the Major Crimes Act (U.S. Stat. Vol 23 Chapter 341) (Murder, manslaughter, rape assault with intent to murder, arson, burglary or larceny), any felony in any jurisdiction, or for any other offense, the victim of which offense was the Tribe, or any Tribal business, enterprise, department or program, any offense related to sexual crimes or criminal sexual conduct where the perpetrator was convicted as an adult at the time the crime was committed.

1. Have you ever been arrested for or charged with a crime? ___Yes___No.

If "yes" What was the charge: _____

2. Have you ever been arrested for or charged with a crime involving a child? ___Yes___No.

If "yes" what was the charge: _____

3. Have you ever been found guilty of any offense under Federal, State or Tribal law involving crimes of violence, sexual assault, molestation, exploitation, contract or prostitution, or crimes against any persons? Yes_____No _____

If "Yes" what was the charge: _____

Background Check Certification

I, _____ certify that my responses provided on the Background Application are true, accurate and complete, to the best on my knowledge. I understand that false information or documentation, or a failure to disclose information may be grounds for rejection of my application or I may be prosecuted for Fraud or Election Fraud or both.

_____(initials)
Signature of Applicant _____ Date _____

Authorization for Release of Information

In connection with the Little River Band of Ottawa Indians Tribal Elections Process:

Candidate Name

hereby authorize the Election Board of the Little River Band of Ottawa Indians to conduct an investigation into my personal background for the purpose of evaluating my qualification to run for a candidate for the upcoming election. I acknowledge and agree that a representative from the Little River Band of Ottawa Indians Election Board and Personnel Security Consultants, may obtain information pursuant to such investigation through public record information (e.g. convictions, motor vehicle violations).

I hereby release the Election Board of the Little River Band of Ottawa Indians, its representatives, and any person providing information in connection with this investigation from any and all liability which may arise in connections with this background investigation.

I have been advised and understand that I have the right to make a written request within thirty (30) days from the date the investigation is complete to receive information concerning the nature and scope of the background investigation completed. The forgoing is in accordance with my understanding and agreement and my signature on this "Authorization for Release of Information" that show my signature are as valid as the original signed by me.

CANDIDATE:
Signature: _____ Date: _____
Printed Name: _____

Disclosure Form

Last Name _____ First Name _____

Middle Initial _____ Tribal ID # _____

"Disclose to the Membership" means the act by which an individual seeking elected office or nomination for Tribal Ogema or Tribal Council notifies and informs the Tribe's membership as a whole by posting on the Election Board's Little River Band of Ottawa Indians website for the duration of the election. The candidate shall send the disclosure information to the Election Board via this packet.

1. He or she has any conviction or pending prosecution for any crime involving fraud or misrepresentation; and/or
2. He or she has any conviction within the past 10 years or pending prosecution for any crime listed in the Major Crimes Act (U.S. Stat. Vol 23 Chapter 341) (murder, manslaughter, rape, assault with intent to murder, arson, burglary, or larceny); and/or
3. He or she has any conviction within the past 10 years, or pending prosecution for any offense, the victim of which was the Tribe, or any Tribal business, enterprise, department or program; and/or
4. He or she has any conviction within the past 10 years or pending prosecution for any offense related to sexual crimes or criminal sexual conduct where the perpetrator was convicted as an adult at the time the crime was committed; or is registered on the list of sex offenders in any jurisdiction.

For purposes of the disclosure requirements, the term of 10 years is calculated as the ten (10) year period of time immediately preceding the date of the election, or in the event of a vacancy under Article X of the Constitution, Section 4(a), his/her appointment. ***The candidates' duty to disclose continues throughout the election process.***

I SWEAR OR AFFIRM THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE.

Candidate Campaign Finance Report

**This form should be kept, completed and returned to the Election Board by 5/2/2025
You do not have to attach this form to your candidate packet.**

In accordance with Chapter 6 of the Election Board Regulations, the maximum amount that may be spent by or on behalf of any Candidate in an Election for any office is **\$5,000**.

Please complete and return this form to the Election Board *no later than 5/2/2025*.

I, _____ (Please Print Name) certify that the amounts for Candidate Contribution and Expenditure are correct to the best of my knowledge.

Signature of Candidate

Date

Candidate Expenditures

Date of Expenditure	Expenditure Detail	Amount of Contribution	Documentation
	*Background Check Fee		

Contributions to Candidates

Reminder- Please refer to the regulations, Chapter 6, Section 3, E1.

Date of Contribution	Person Making Contribution	Amount of Contribution	Type of In-Kind Contribution

If more space is needed, please use additional pages to complete your form and send them in.

Failure to File a Campaign Finance Report.

- No Candidate will be eligible to be sworn in and will not be sworn in to elected office, until he or she has submitted a completed and accurate campaign finance report. This report is due within five (5) business days after Election.
- Any person who does not file a complete and accurate campaign finance report within thirty (30) days from the date of Election, will be contacted in writing by the Election Board. The Election Board will accept late campaign finance reports up to ninety (90) days following Election Day however, in no case will a candidate be sworn into office prior to receipt of a complete and accurate Campaign Finance Report by the Election Board.
- After ninety (90) days, reports will be accepted but those Candidates will be out of compliance with these Regulations. Any Candidate, who does not comply with the reporting requirement will not be permitted to submit a Declaration of Candidacy or be certified as a Candidate in the next Regular or Special Election. This restriction will continue until reports are submitted.

Exceeding Campaign Spending Expenditure Limit.

- Candidate who exceeds a campaign spending limit shall be disqualified from elected office.

Accepting Banned Campaign Contributions.

- A Candidate who accepts any type of banned campaign contribution prohibited by Section 3(h) of Chapter 6, shall be disqualified from elected office.

False information or fraud.

- A Candidate who submits false information on a campaign finance report shall be disqualified from elected office. The Election Board will refer all credible allegations of Election fraud to Tribal Law Enforcement.

BIOGRAPHY PAGE

If a candidate wishes to have their photograph and/or biography included in the Tribal Currents, the Election Board website, the Election Board Facebook page and/or any potential mailings by the Election Board, the candidate must include the photograph and/or biography in their "Declaration of Candidate Packet". There is a 300-word limit for the biography and must be included when submitting the candidate packet. **Any candidate who does not wish to provide the biography and/or photograph may do so, but the name of the candidate will be listed with an indication that the biography and photograph was not submitted.**

This must be turned in with the Candidacy Packet by 5:00 pm on **October 4, 2024.** You can turn in your biography on a separate sheet of paper included in your packet or send it to the Election Board email as a PDF or a Word file. If you have questions, please reach out and we can help you get the best option for your biography and/or picture.



**Little River Band of Ottawa Indians-Election Board
ANNOUNCEMENT OF REGULAR ELECTION 2025**

Date of Election: April 25, 2025,

Offices to be Elected:

At-Large	(1 seat)
Outlying Council	(2 seats)
Nine County Council	(2 seats)
Office of Election Board	(3 seats)
Associate Judge	(1 seat)

Procedures for Establishing Candidacy Packet

Any Tribal Member who is running for elected office must obtain, complete, and submit a "Declaration of Candidacy Packet" during the period listed in the Election Calendar below. Any incomplete packets received and not completed before the deadline, including the non-refundable background fee paid, will result in an ineligible status.

Election Calendar

Election Board Declared 2025 Regular Election	August 19, 2024
Candidate Packets available online and by email	August 23, 2024
Packets available via in person at the Government Center	September 6, 2024
Question and Answer Meeting via Zoom-Open Meeting	September 19,
2024 Declaration Packets due back via email or in person by 5:00pm	October 4, 2024
Slate of Candidates certified on 10/25/24 and posted by 12:00PM	October 26, 2024
Last day to Withdraw Candidacy by 5:00 pm	October 28, 2024
The registered voters list sent to the Election Vendor (Primary if needed)	October 29, 2024
Voter Registration deadline to be eligible to vote in Primary & Regular Elections	November 1, 2024
Ballots mailed out for Primary Election	November 19,
2024 Deadline to request Replacement Ballot	December 23,
2024 Deadline for Disputes	January 3, 2025
Ballots due and Primary Election Day	January 17, 2025
Deadline for Primary Election Dispute	January 20, 2025
Deadline for withdrawal of Candidacy after Primary Election	January 20, 2025
Deadline for Primary Election Challenges	January 24, 2025
The registered voters list sent to the Election Vendor (Regular)	February 13, 2025
Voter Registration deadline to be eligible to vote in Regular Election	February 14, 2025
Ballots mailed out for Regular Election	March 7, 2025
Deadline to request Replacement Ballot	April 4, 2025
Regular Election Day	April 25, 2025
Deadline for Withdrawal	April 28, 2025
Deadline for Regular Election Challenges	May 2, 2025
Deadline for Regular Election campaign financial report	May 2, 2025

Voter Registration Deadlines are as follows: November 1, 2024, to vote in the Primary and Regular Election. If you miss that deadline you still have time to register to vote in the Regular Election if you register prior to February 14, 2025. Please send your registration forms in as early as possible. If your form arrives on November 1st or February 14th and is not complete you will not be registered to vote.

- The Primary Election will be conducted by secret mail in ballot only. The homes of registered voters shall be designated as polls for voting purposes. Ballot counting for the Primary will begin at 12:30 pm, on January 17, 2024, held in the Lodge at the Tribes Government Center, 2608 Government Center Drive, Manistee, MI.
- The Regular Election will be conducted by secret mail in ballot as well as in person voting. Ballot counting for the Regular Election will begin at 12:30 pm, on Friday, April 25th, 2025. The ballot counting will be held in the Lodge at the Tribes Government Center, 2608 Government Center Drive, Manistee, MI. In person voting for the Regular election only will be from 3:00pm to 6:00pm.
- If a candidate wishes to have their photograph and/or biography included in the Tribal Currents, the Election Board website, the Election Board Facebook page and/or any potential posting they must submit their information with the candidate packet. **Any candidate who does not wish to provide the biography and/or photograph will be listed by name with an indication that the biography and photograph was not submitted.**

PACKET PICK UP AND DROP OFF DATES

Packets can be obtained on the Election Board LRBOI page and can be requested by email or phone call to Electionboard@lrboi-nsn.gov or 231.398.6709. Candidate packets may be sent to the Electionboard@lrboi-nsn.gov email as soon as they are completed by the potential candidate and the background check fee mailed to the Election Board or dropped off. When they are received they will be verified and if there are any issues or missing information the board will reach out to get it fixed right away instead of waiting until October 4th. Please consider sending your packets back in right away to avoid any issues that might arise at the last minute. **All packets must be complete no later than 10/4/24 by 5:00pm, including the non-refundable payment of the background check fee made out to ‘Little River Band of Ottawa Indians’.**

Office Hours:

Packet Pick Up	Manistee-	August 23, 2024, from 3:00pm to 6:00pm
		Election Board Office-Government Center
	Muskegon-	September 6, 2024, from 3:00pm to 6:00pm.
		Election Board Office-Government Center
Packet Drop Off	Manistee-	August 23, 2024, from 12:00pm to 2:00pm
		Barclay Building 1101 W Hackley Ave A Muskegon, MI
	Muskegon-	September 27, 2024, from 12:00pm to 2:00pm
		Barclay Building 1101 W Hackley Ave A Muskegon, MI
Packet Drop Off	Manistee-	October 4, 2024, from 3:00pm to 5:00pm
	Muskegon-	October 4, 2024, from 8:00am to 11:00am
		Barclay Building 1101 W Hackley Ave A Muskegon, MI

Voter Registration Forms are available on the LRBOI-Election Board page.

Don't forget to send in your forms and REGISTER TO VOTE!