

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 28, 2023

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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.	<input type="checkbox"/>
4. Include 2 documents showing the candidates name and physical address such as utility bills/credit card or bank statements.	<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. Fill out, sign and date the Candidate Campaign Finance Report.	<input type="checkbox"/>
11. The Biography and Photograph must be included in the packet, if you so choose. 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 for this requirement. ***

Signature: _____

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 20, 2022**. A missing checklist will result in an ineligible packet. *Packets can be sent early, and we will verify the packet is not missing something. If you are missing an item or leave out information, we will reach out to you via your email included in the packet to request the missing or incorrect item. However, an incomplete packet will be ineligible on October 20, 2022 by 5:00pm.*

All campaign spending limits are \$5,000.00. This is the maximum amount that may be spend 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 Election Board Regulations, Chapter 6, Section 3.

Candidates for Tribal Ogema, Tribal Council or Tribal Court shall have a background check conducted. The fee for that background check will be **\$100**. The fee will need to be paid by money order 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 Ogema or 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 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.

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 5, 2023. **The Candidate Campaign Financial Report must have all receipts attached when submitted.** If you haven't spent anything please indicate that by putting "zeros" in the Candidate Expenditure section. This report will be date stamped on the day it's received.

****The Declaration of Candidacy Packet must be completed and returned to the Election Board office by Thursday 5:00 pm October 20, 2022. Any late packets will be ineligible. Packets can be dropped off to the Election Board office per the calendar below. Any mailed packets MUST be received no later than October 20, 2022 and the money order for the background check MUST be included at that time.***

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OCT Packet Drop off	Oct 17	Oct 18 Election Board Office 3:00- 5:00	Oct 19	Oct 20 Election Board Office 3:00- 5:00 Candidate Packets Due complete by 5:00pm via in person or sent by mail.	Oct 21	Oct 22

ELECTION CALENDAR OF IMPORTANT DATES

- **October 20, 2022 by 5:00 pm** Last day to submit Declaration of Candidacy Packets. All forms must be completed and submitted by this date. No late submissions shall be permitted.
- If the Tribal Member or individual wishes to have their photograph and biography included in any Election Board or other Tribal Government sponsored informational materials concerning the Election, the Election Board Website, Election Board Facebook page, and mailing or posting of the tribal communication, then he or she must include the photograph and biography in their Candidate packet. Anyone who does not submit a biography and photograph will have their name listed with an indication that the biography and photograph was not submitted.
- If a candidate is seeking candidacy for Tribal Ogema or Tribal Council, per the Constitution Article IV, Section 3(b) and Article V, Section 2(b) you must **"Disclose to the Membership"** any of the items listed. You must include the documentation of your disclosure in your Candidacy Packet and that information will be posted on the LRBOI Election Board page for the duration of the election. The Disclosure period is ten (10) years immediately preceding April 28, 2023.

November 28, 2022

November 30, 2022

December 16, 2022

January 6, 2023

January 13, 2023

January 27, 2023

January 31, 2023

February 3, 2023

March 20, 2023

April 7, 2023

April 14, 2023

April 28, 2023

May 2, 2023

May 5, 2023

May 5, 2023

Primary Slate of Candidates will be certified.

Last day to withdraw Candidacy.

Ballots mailed out for Primary Election.

Deadline to request Replacement Ballot.

Deadline for Election Disputes.

Ballots due and Primary Election Day.

Deadline for Withdrawal of Candidates after Primary Election.

Deadline for Primary Election recounts and challenges.

Ballots mailed out for Regular Election.

Deadline to request Replacement Ballots.

Deadline for Election Disputes.

Regular Election Day.

Deadline for withdrawal of Candidates after Regular Election.

Deadline for Regular Election recounts, challenges.

Deadline for Regular Election campaign financial report.

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 20, 2022.

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
------	-------	-----

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 Ogema (1 seat)
- _____ Office of Tribal Council- Outlying (2 seats)
- _____ Office of Tribal Council- Nine County (2 seats)
- _____ Office of Election Board (2 seats)
- _____ Office of Appellate Judge (1 seat)

Signature

Date

SWORN STATEMENT BY THE CANDIDATE

For the Office of Tribal Ogema:

I, _____ am member of the Little River Band of Ottawa Indians who is twenty-one (25) 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 Council:

I, _____ am 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 November 30, 2022 via email 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
----------------	------	-------	-----

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.

Signature of Applicant

Date

_____(initials)

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.

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 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.

Please print name here

Signature

Date

Candidate Campaign Finance Report

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 more than five (5) business days after the election is completed. **Please review regulations for compliance.**

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 Attached? Y or N
	*Background Check Fee		

In Kind Contributions to Candidates

Date of Contribution	Person Making Contribution	Amount of Contribution	Documentation Attached? Y or N

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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 to 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 this Chapter, 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 the Tribal Member or individual wishes to have their photograph and biography included in any Election Board or other Tribal Government sponsored informational materials concerning the Election, the Election Board LRBOI Website and Election Board Facebook page, then he or she must include the photograph and biography in their Candidate packet. There is a 250-word limit for the biography and must be included in the candidacy packet. **Anyone who does not submit a biography and photograph will have their name 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 20, 2022**