

NOTICE OF OPEN POSITION POKAGON BAND ELECTION BOARD

POSITION DESCRIPTION

The Pokagon Band is seeking letters of interest from Pokagon Band citizens interested in serving on the Pokagon Band Election Board. The term of office for a seat on the five member Board will soon expire. Each Election Board member serves a four-year term of office. The responsibilities of the Election Board include, but are not limited to: (a) conducting Pokagon Band elections, (b) maintaining a permanent and current list of registered voters, (c) reviewing membership petitions regarding initiatives and calls for meetings of the Tribal Council or the Tribal citizens, and (d) calling and presiding over membership meetings when required by Article VIII, Section 2 of the Constitution.

TIME COMMITMENT

The time commitment required to prepare for and attend Board meetings, conduct elections, and perform the business of the Election Board will vary. Election Board members typically are busier during the time leading up to and during the general election in July of each year. The dates and times of Election Board meetings vary, but meetings are typically held after 5:00 pm and the typical meeting location is the Election Board office at 32142 Edwards Street, Dowagiac, Michigan. Elections are conducted on Saturdays. On average, a Board member can anticipate a time commitment of approximately 5 to 10 hours per month, with the busiest time being the months of May, June, and July.

COMPENSATION

Election Board members are compensated as independent contractors in the amount of \$75 for attending each Election Board meeting or if they are conducting an election, each Board member receives a \$75 stipend. In addition, Board members are entitled to reimbursement for mileage when using personal vehicles to attend meetings and for other Election Board business.

QUALIFICATIONS

In order to be eligible for appointment to the Election Board, a Pokagon Band citizen must:

- A. Be an Eligible Voter of the Pokagon Band in accordance with the Election Code;
- B. Be at least twenty-five (25) years of age;
- C. Not be incarcerated for any criminal conviction;
- D. Not be presently a member of or candidate for Tribal Council, the Tribal Judiciary, the Ethics Board, or the Salary Commission; and
- E. Not have been convicted within the last ten (10) years of a crime subject to imprisonment for a term of one (1) year or longer, excepting those crimes determined by the Election Board to relate to the furtherance of the Band's tribal sovereignty rights.

Before any Pokagon Band citizen is appointed to serve on the Election Board, the Tribal Council is required to verify a potential appointee meets the qualifications mentioned above for appointment to the Election Board. Therefore, for each potential appointee, the Tribal Council must determine:

- A. The citizen's age and status as an enrolled citizen of the Pokagon Band based on a written verification from official tribal records provided to the Tribal Council by the Enrollment Office; and
- B. Whether the Pokagon Band citizen is incarcerated for any criminal conviction or has been convicted within the last ten (10) years of a crime subject to imprisonment for a term of one (1)

year or longer based on a written report provided to the Tribal Council by the Pokagon Band Tribal Police.

Anyone not meeting the eligibility requirements shall not be considered for appointment to the Election Board.

ALTERNATES

The Election Code permits the appointment of two alternates to the Election Board. Currently, there are no alternates serving. Alternates are not members of the Election Board and not eligible for the stipend, but alternates do attend Election Board meetings as observers and assist the Election Board in fulfilling its responsibilities (however, they may not vote or exercise the authority of an Election Board member). Alternates must meet all eligibility requirements applicable to members of the Election Board. When vacancies arise on the Election Board, the Council first looks to alternates to fill any vacancy.

HOW TO APPLY

If you are interested in serving on the Election Board either as a member or as an alternate, you must provide a written statement of interest with your name, address, telephone number, and a completed Authorization to Conduct Criminal Background to:

Pokagon Band of Potawatomi Indians
Attn: Kelly Curran, Executive Secretary to the Tribal Council
P.O. Box 180
Dowagiac, MI 49047

In your written statement, please indicate whether you are interested in serving as a member of the Election Board or as an alternate.

QUESTIONS

If you have questions concerning the Election Board, please contact the Election Board offices at (269) 782-9475 or (888) 782-9475. For additional information about the Election Board and the election process, you may also consult the Band's Election Code, which is posted on the Band's website at <http://www.pokagonband-nsn.gov/government.htm>.

ETHICS REQUIREMENTS

As Public Officials, Election Board members are subject to the Pokagon Band Code of Ethics. A copy of the Code of Ethics may be obtained from the Band's website at <http://www.pokagonband-nsn.gov/government.htm>.

DEADLINE

The written statement and completed Authorization to Conduct Criminal Background form must be received by 4:00 pm, January 18, 2009.

