

# Cherokee Nation Election Commission



## RULES AND REGULATIONS

Adopted  
September 3, 2026

# **RULES AND REGULATIONS OF THE CHEROKEE NATION ELECTION COMMISSION**

## **Chapter 1: General Provisions**

### **§1.01 Purpose of Regulations.**

The following Rules and Regulations (“Regulations”) are adopted by the Cherokee Nation Election Commission (“Commission”) pursuant to Title 26 CNCA §1 et seq.

### **§1.02 Scope of the Regulations.**

These Rules and Regulations apply to all Cherokee Nation elections.

### **§1.03 Definitions.**

*(Reserved)*

### **§1.04 Effective Date.**

The Regulations shall be effective immediately upon adoption by the Commission. The Commission shall commence implementing these Regulations as soon as practicable after their adoption.

### **§1.05 Rule of Interpretation.**

These Regulations shall be interpreted and applied in a manner consistent with Title 26 CNCA §1 et seq., pursuant to the Constitution of the Cherokee Nation and Cherokee Nation Supreme Court rulings.

### **§1.06 Computation of Time.**

Whenever these Regulations or any order or notice of the Commission requires that an act be performed and/or commenced within a designated period of time and the last day of such designated period falls on a Saturday, Sunday, federal or Cherokee Nation holiday, then the period of time shall be extended to the next day following the last day of the period which is not a Saturday, Sunday, federal or Cherokee Nation holiday, except when submitting a final financial report pursuant to Title 26 CNCA §46C. In computing time, all days shall be counted, including intervening weekend days and holidays, except where the Election Law provides for business days, and except that the date upon which the decision, order or notice was issued shall not be included in the computation. Where under these Regulations or any notice or order of the Commission a time period commenced running upon the receipt of a decision, notice or order, the period shall commence running on the next day following such receipt.

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### **§1.07. Service of Documents.**

- A. Service of any notices, orders, decisions or other documents pursuant to these Regulations may be affected by personal delivery, Certified Mail, or Email of record with the Commission. A document served by certified mail shall be complete when the addressee signs the receipt, refuses to accept service of the document or the document, in a properly addressed envelope, is returned unclaimed. In the case of the notice to a candidate of disqualification proceedings brought pursuant to §§36, 37, 38, 45, and 46 of the Election Law, if the manner of service used is certified mail or email, it shall be deemed “properly addressed” if mailed to the address or emailed to the email address stated in the candidate’s Declaration of Candidacy form, unless the candidate has subsequently notified the Commission in writing of a new address or email address to which the notice may be mailed or transmitted.
- B. Service by personal delivery shall be complete upon such delivery to the person, their attorney of record, delivery to the residence of such person and leaving with a member of the household over the age of 14 years, or when the person refuses to accept service of the document in question.
- C. Service by Email shall be complete upon emailing the document(s) to the last known email address of record with the Commission.

### **CHAPTER 2: Substantive Provision**

#### **§2.01 Registration to Vote.**

- A. Each voter registration will be effective upon verification of the information furnished on a properly completed Application for Voter Registration form. The last date to register will be the last business day in March, at midnight CST, of the year of the election or referenda. The Application for Voter Registration form must be in the office on or before said date in March in order to be eligible to vote in the current election year.
- B. Persons who reside outside the jurisdictional boundaries of Cherokee Nation who are under the age of twenty-five (25) and have not previously registered to vote may make a choice to register in the district of your choice at the time of your first registration. Persons who reside outside of the jurisdictional boundaries of Cherokee Nation who are over the age of twenty-five (25) and have not previously registered to vote may only register to vote at-large. The Application for Voter Registration must be in the office on or before the last business day in March, at midnight CST, in order to effect a change in the voting district for the current election year.
- C. Anyone may copy and distribute the most current Application for Voter Registration provided by the Election Commission Office. Provided, however, the Commission encourages all members who are registering to vote to return their own registration forms personally, by mail, email or fax. Citizens and/or Candidates delivering Voter Registration Applications, Absentee Ballot Request Forms or dropping off Absentee Ballots for the Drop Box at the Election Commission Office, will be required to provide a list containing the names of whose forms or ballots they are dropping off and a List Coversheet Form, provided by the Election Commission, signed by the Citizen and/or Candidate delivering the Voter Registration Applications, Absentee Ballot Request Forms or Absentee Ballots for the Drop Box. A list and the List Coversheet Form will be necessary for any drops made

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in person, by mail, email or fax for any forms or ballots other than your own. In order to protect the secrecy of the vote and privacy of the voter, the list above may not be made available to Candidates or the public, provided the Commission will respond to a lawfully issued request by the court of the Cherokee Nation and will request a protective order to maintain the confidentiality of the list.

- D. Provided that if the Cherokee Nation citizenship Number is not provided with Voter Registration Application and there is sufficient information on the Voter Registration Application to identify the person as a citizen of the Cherokee Nation, the application will be processed. All applications without sufficient information to clearly identify the applicant as a citizen of the Cherokee Nation may be returned for additional information.

### §2.02 Instruction and Training for Precinct Officials and Watchers.

- A. The Commission and staff shall prepare and issue a manual for precinct officials to be approved by the Commission. All precinct officials must adhere to the manual distributed at the precinct worker training. The manual may be amended and/or supplemented from time to time at the discretion of the Commission.
- B. The Commission and staff, in conjunction with Election Commission Director, shall provide training sessions for precinct officials for the proper use and conducting of an election using electronic voting devices. Training sessions will be mandatory.
- C. The Commission and staff shall prepare instructions for the watchers to be contained in the manual for precinct officials. All watchers must adhere to the instructions distributed by the Commission.

### §2.03 Precinct Locations.

The Commission shall approve of the number and location of precincts forty-five (45) days prior to the General Election and said locations shall be posted on the official website of the Cherokee Nation and the website of the Election Commission and shall be published in the Cherokee Phoenix after their selection.

### §2.04 Precinct Official/Commission

- A. The Precinct Official shall request each Voter whose name is not in the Voter Precinct Book to complete an Application for Voter Registration and vote a Challenged Ballot.
- B. The Precinct Official/Commission shall also accept the Notification of Death form when a family member appears at the precinct and notifies the Precinct Official/Commission of the death of a person listed on the precinct book.
- C. Precinct Officials will have persons wanting to make a name or address change fill out a new voter application.
- D. Election Commission/Precinct Official will ensure that all news reporters with recording devices whether cameras, video cameras, cell phone or other electronic device will be permitted to enter the election enclosure one time for no more than five (5) consecutive minutes; however, the photographs or videos must be taken in a manner where how an individual Cherokee citizen casts his or her ballot is not revealed. Should members of the Media engage in activity deemed to be electioneering or obstructing or impeding voter access to the precinct, they will be subject to removal by local law enforcement and /or Cherokee Nation Marshal Service.

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### **§2.05 Electioneering.**

All candidates running for office shall be free to campaign for office by any lawful means, subject only to the following:

- A. "No person shall be allowed to electioneer inside any precinct or within three hundred (300) feet outside of the entrance to any precinct while an election is in authorized progress, nor shall any person or persons, except Precinct Officials Election Commissioners and staff, Election Machine Technicians accompanied by Precinct Officials, and other persons authorized by law, be allowed to approach the ballot box while an election is in progress. Prohibited activities within the prescribed area by a candidate or other persons on election day which might reasonably be construed as electioneering shall include the following: wearing any article of clothing with any candidate's name or office on it or holding any article with any candidate's name or office on it: or distribution or display of any written materials, campaign literature or campaign items of any kind or nature within the prescribed area, other than that provided by the Election Commission. Persons engaging in electioneering shall be subject to removal by the Cherokee Nation Marshall Service at the request of the Election Commission Director or a Commissioner. The Election Commission shall promulgate regulations governing electioneering."
- B. No person shall be allowed to electioneer within three hundred (300) feet of the Election Services office at any time.

### **§2.06 Official forms**

The official forms adopted by the Commission to implement the election process are as follows:

#### **Office Forms:**

- 1. Voter Registration Form
- 2. Precinct Certificate of Vote/Consolidated Returns Procedure
- 3. Request for any part of the Absentee Ballot Packet, Spoiled or Lost
- 4. Absentee Ballot Request Form
- 5. Voter ID Card
- 6. Deceased Voter Form
- 7. Request for the Emergency Incapacitated Absentee Ballot
- 8. Precinct Facility Questionnaire

#### **Early Walk-in Voting:**

- 1. Early Walk-in Ballot Application
- 2. Early Walk-in Voters Signature Page by District and Precinct
- 3. Early Walk-in Voting Seal Log
- 4. Early Walk-in Voting Ballot Accounting Form

#### **Election Day forms Precinct Specific:**

- 1. Ballot Transfer Case Seal; to take the ballots to the precinct on Election Day (White Seal with Black Words)

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2. Ballot Transfer Case Seal; to return the unvoted blank ballots to the CNEC office (White Seal with Red Words)
3. Spoiled and Mutilated Ballot Envelope. (Brown Envelope)
4. Address Information Requested Handout. (Information on why we requested them to fill out a new Voter Registration Form.)
5. Voting Device Report
6. Master List of Supplies
7. Precinct official Oath of Office
8. Election Day Seal Log
9. Precinct Problems and Recommendations form
10. Open, Close, Repack Supplies Checklists
11. Voter Assistance Form
12. Election Returns Envelope
13. Manual for Precinct Officials
14. Verity Polling Place Field Guide
15. Voted Ballot Bag Checklist (listed on the top of the bag, pct. specific)
16. Transfer Case Checklist; stuck on the top of the transfer case 1 of \_\_\_\_\_
17. Certificate of Vote (NCR) paper
18. Polling Location Did Not Open On Time Notice
  - a. Delayed Opening Sign-In Sheet
19. Unforeseen Damage To Precinct Notice

### Challenged Voting Forms and Documents:

1. Challenged Ballot Roster
2. Challenged Ballot Voucher
3. Challenged Ballot Affidavit Envelope
4. Challenge Ballot Voting Check List
5. Challenge Ballot Back page of the check list (After Precinct Closes)
6. Challenged Ballot Voter Information Handout

### Mail Absentee Documents:

1. Mail Affidavit Envelope
2. Absentee Voting Instructions

### Watcher Form:

1. Precinct Watchers Rules/Oath/Signature
2. Early Walk-in Watchers Rules/Oath/Signature
3. AB Verification Watchers Rules/Oath/Signature
4. Tabulation Watchers Rules/Oath/Signature

### Press Releases:

1. Election releases

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2. Voter Registration Information Releases (The Office or done by the Phoenix Paper)
3. Announcements of any kind from the Election Commission

### Candidate Filing Forms:

1. Candidate Filing Instructions
2. Candidate Packet Return Checklist
3. Letter to Candidate
4. Candidate Certifications
5. Declaration of Candidacy
6. Candidate Authorization of Release of Information
7. Designation of Financial Agent
8. Revised Designation of Financial Agent
9. Precinct Watcher Nomination Form
10. Early Walk-In Watcher Nomination Form
11. Absentee Verification Watcher Nomination Form
12. Tabulation Watcher Nomination Form
13. General Election Watcher Disclaimer Form
14. General Election Timeline
15. Financial Disclosure Report
16. Campaign Financial FAQ

### Candidate Informational Forms:

1. Voter Registration Form
2. Absentee Ballot Request Form
3. List Cover Sheet Form
4. Information Request Form
5. Candidate Financial Disclosure Request Form
6. Recount Request Form
7. Candidate Withdrawal Forms
8. Deceased Voter Form
9. Contest of Denial of Eligibility
10. General Election Timeline Calendar
11. Candidate Watcher Letter
12. Watcher Information Sheet
13. Candidate Eligibility Approval Letter
14. Candidate Eligibility Denial Letter
15. Financial Report Deficiency Letter
16. Financial Report Fine Letter
17. Notice of Hearing

The foregoing forms are available for viewing at the Election Commission Office and are to be used exclusively for their stated purposes. The forms may be amended and/or supplemented from time to time at the discretion of the Election Commission.

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For purpose of all documentation, nepotism is a person related within the third degree by either consanguinity or affinity to a candidate for office. "Consanguinity" means "blood" relative. "Affinity" means relative "by marriage." "Third degree" includes spouse, parents, children, brothers, sisters, grandparents, grandchildren, aunts, uncles, nieces, nephews, great Grandparents, and great grandchildren.

### **§2.07 Record Management.**

For the purpose of these Rules and Regulations, disposition means the manipulation of records and includes: the usual and customary handling and disclosure of office records as defined by Cherokee Nation Election Commission policies and procedures and federal regulations, the storage and maintenance of records relating to specific elections, and destruction of election materials with no further value to the Cherokee Nation Election Commission. See table attached.

- 1) Office records shall include time cards, time sheets, requisitions and other materials necessary to carry out routine office procedures and are to be dealt with in the usual and customary manner as defined by the Election Commission policies and procedures, and federal regulations.
- 2) Specific election records relating to a primary, runoff or special election shall include original Certificate of Vote forms with election results, minutes of the Commission, a listing of voters and disclosure reports. They shall be stored and maintained in the office as permanent record.
- 3) Absentee ballots counted or rejected, absentee envelopes & contents, and used election day forms shall be retained for a period of three years after the date of the certification of the election outcome of the election in which they were cast and then may be destroyed. These items may be transferred to files for storage during the three-year interim after the period of challenges has passed.
- 4) Unused ballots, forms and duplicate copies of records as well as unusable or damaged election ballot boxes, supplies or materials may be destroyed thirty days following an election. However, staff shall keep one copy of each ballot style and form used for each election. This copy may be kept electronically.
- 5) Voter registration records and lists of deceased or relinquished citizens who are removed from the voter's list based on information provided by Tribal Registration, voted ballots, spoiled, mutilated and challenged ballots as well as precinct signature books, absentee ballot requests processed or rejected and returned undeliverable mail such as Voter ID cards or other mailed notification correspondence may be destroyed after 2 years.

### **§2.08 Qualifications of candidates for elective office.**

- A. All persons who desire to run for an elective office of Cherokee Nation must meet all of the qualification requirements of §§31, 32, 33 and 34 of the Election Law, as well as applicable provisions of the Constitution of the Cherokee Nation and Cherokee Nation and Federal court decisions.
- B. To meet the requirements of § 31 B1 any person who has been an employee of Cherokee Nation during the Election Period must have resigned or otherwise terminated his or her employment with Cherokee Nation prior to the date he or she actually files the Declaration of Candidacy form with the Commission and provide proof of their resignation or termination at the time of filing.

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- C. The Commission shall strictly enforce the residency requirement of §32 B, §33 B and §34 of the Election Law. Any evidence submitted by the candidate pursuant to §34 B or §37B must be sufficient to establish residency as that term is defined in §34 A. The Commission may consider all relevant facts and circumstances in determining whether a candidate has established a bona fide residence within the meaning of §34 A. An initial determination of residency by the Commission based on the evidence furnished by the candidate shall not itself bar subsequent disqualification proceeding pursuant to §2.08 of these Regulations based on evidence that the candidate does not meet residency requirements.
- D. All persons who desire to run for an elective office of Cherokee Nation must have paid in full, any charges due to the Election Commission and any outstanding civil penalties, court ordered fines, costs and attorney's fees resulting from a previous election prior to filing.

### **§2.09 Disqualification Proceedings: Lack of Eligibility.**

- A. Unless a Candidate is unopposed, only an opposing Candidate may challenge the eligibility of any candidate by delivering a written protest no later than five working days after the last day for filing under the Election Law; provided, if a Candidate is unopposed, any tribal member registered to vote may challenge a Candidate for whom such member is eligible to vote. The protest shall set forth the grounds of the contest in reasonable detail. In all cases, the protest shall be conclusively barred if it is not filed within the 5 working day period.
- B. The Commission shall investigate the protest to determine whether it has any merit. If the Commission determines in its discretion that the evidence supporting the charge merits institution of disqualification proceedings, the Commission shall give the candidate written notice of a hearing to be held not less than five (5) days from the date of service of same on the candidate by service as provided in §1.07 of these Rules and Regulations. The notice shall specify the charges in reasonable detail. Service of the notice shall be complete as provided in §1.07 of these Rules and Regulations.
- C. At the hearing, the charges shall be brought in the name of Cherokee Nation by and through the Cherokee Nation Election Commission. The burden of proof shall be on the Nation to prove the charge by a preponderance of the evidence.
- D. The candidate need not but may respond to the charges in writing. The candidate may appear pro se or through counsel. The formal rules of evidence shall not apply unless the Commission in its discretion rules otherwise. If the candidate is duly served with notice in accordance with these Regulations but fails to appear at the hearing, the Commission shall hear the evidence and render its decision accordingly.
- E. At the close of the hearing, the Commission may render its decision or consider the evidence in one or more executive sessions, in which event it will render its decision as soon as practicable. The Commission's decision shall be in writing and shall be sent to the candidate and/or all attorneys appearing in the case via personal delivery, email of record or certified mail. The decision shall clearly and succinctly state the findings and conclusions of the Commission. The decision may be appealed in accordance with §37 B of the Election Law.

### **§2.10 Disqualification Proceedings: Interference with Commission.**

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- A. Any candidate who directly or indirectly interferes or attempts to interfere with the Election Commission offices and staff in the performance of their duties, or otherwise violated §38 of the Election Law, shall be subject to disqualification proceedings before the Commission.
- B. The Commission shall investigate charges of a violation of §38 to determine whether the charges have merit. If the Commission determines in its discretion that the evidence supporting the charge merits institution of disqualification proceedings, the Commission shall give the candidate written notice of a hearing to be held not less than five (5) days from the date of service of same on the candidate by service as provided in §1.07 of these Rules and Regulations. The notice shall specify the charges in reasonable detail. Service of the notice shall be complete as provided in §1.07 of these Rules and Regulations
- C. At the hearing, the charges shall be brought in the name of the Cherokee Nation by and through the Cherokee Nation Election Commission. The burden of proof shall be on the Nation to prove the charge by a preponderance of the evidence.
- D. The candidate need not, but may respond to the charges in writing. The candidate may appear pro se or through counsel. The formal rules of evidence shall not apply unless the Commission in its discretion rules otherwise. If the candidate is duly served with notice in accordance with these Regulations but fails to appear at the hearing, the Commission will hear the evidence and enter a judgment accordingly.
- E. At the close of the hearing, the Commission may render its decision or consider the evidence in one or more executive sessions. The Commission's decision shall be in writing and shall be sent to the candidate and all attorneys appearing in the case by service as provided in §1.07 of these Rules and Regulations. The decision shall clearly and succinctly state the findings and conclusions of the Commission. The decision may be appealed in accordance with §37 B of the Election Law.

### §2.11 Disqualification Proceedings: Failure to file financial disclosure report.

- A. Any candidate who fails to meet the deadline for any two monthly reports or so otherwise violates §46 B of the Election Law, shall be subject to disqualification proceedings before the Commission. In addition, any Candidate who fails to file a report by the deadline shall be assessed a fine in the amount of one hundred (\$100.00) dollars.
- B. The commission shall investigate charges of a violation of §46 B to determine whether the charges have merit. If the Commission determines in its discretion that the evidence supporting the charge merits institution of disqualification proceedings, the Commission shall give the candidate written notice of a hearing to be held not less than five (5) days from the date of service of same on the candidate by personal delivery, email of record or certified mail. The notice shall specify the charges in reasonable detail. Service of the notice by certified mail shall be complete upon signing or refusing to sign the receipt for the notice.
- C. At the hearing, the charges shall be brought in the name of the Cherokee Nation by and through the Cherokee Nation Election Commission. The burden of proof shall be on the Nation to prove the charge by a preponderance of the evidence.
- D. The candidate need not, but may respond to the charges in writing. The candidate may appear pro se or through counsel. The formal rules of evidence shall not apply unless the Commission in its discretion rules otherwise. If the candidate is duly served with notice in

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accordance with these Regulations but fails to appear at the hearing, the Commission will hear the evidence and enter a judgment accordingly.

- E. At the close of the hearing, the Commission may render its decision or consider the evidence in one or more executive sessions. The Commission's decision shall be in writing and shall be sent to the candidate and all attorneys appearing in the case via personal delivery or first class mail. The decision shall clearly and succinctly state the findings and conclusions of the Commission. The decision may be appealed in accordance with §46 B of the Election Law.

### §2.12 Proceedings on petitions alleging fraud.

Any petition that alleges fraud pursuant to §101 of the Election Law shall be filed with the Cherokee Nation Supreme Court for determination no later than the second Monday following the election date which is the subject of the appeal.

## **Chapter 3: Election Day Guidelines**

### §2.13 General Guidelines for Election Day

Precinct officials should remember that their primary function is to serve the Voter. They are present to assist eligible Voters to vote and to ensure that all properly marked ballots are processed. Precinct officials should wear identification badges in plain view at all times.

The Inspector should periodically inspect voting booths during the day to make sure no ballots or campaign literature have been left inside. Should it appear that there is a shortage of any supplies to accommodate all Voters of the precinct, the Inspector should notify the Election Commission immediately.

Once they have arrived at the precinct, no Precinct Official or Watcher may leave and be permitted to return unless authorized by an Election Commissioner. An exception to this is for the Inspector, who may leave to call the Election Commission, if there is no phone available in the polling place.

### § 2.14 Watchers

Watchers for each location will be drawn at the special meeting following the submission of the Watcher list to the Election Commission after the close of the filing period. Alternates may be substituted until 5pm on the Wednesday prior to Election Day, taken from the list of Alternates submitted during filing period. For good cause shown, the Commission may allow alternate watchers and or watcher precinct changes prior to Election Day.

On Election Day, the Inspector will be given the names of designated Watchers for their precinct. When Watchers report to the polls, they must identify themselves by photo ID and the candidate they represent. The Inspector will mark the Watcher's name off the list. The Watcher will be given an identification badge, which must be worn in plain view.

The Inspector shall have the Watcher subscribe to the following oath:

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“Do you solemnly swear or affirm that you will abide by all laws and rules prescribed for Watchers, that you will limit yourself to observing the official count, that you will make any objection, in writing, to the way a ballot is counted and that you will be confined to the area in which voting is taking place?”

A Watcher is an observer only and must not participate in any manner with the election process. Watchers may observe the ballot box or counting device and all printouts from the counting device before the precincts are opened, during voting and after the precincts are closed. Watchers may also notify the Inspector in writing if they notice any kind of irregularity at the precinct. If this happens, the Inspector should either correct the irregularity or contact the Election Commission for assistance.

Watchers are not permitted to talk with other Watchers, at the same precinct or Voters, Precinct Officials, candidates or others present in the precinct. Watchers must remain quiet and orderly and must not distract Voters or disrupt the polling place.

Watchers are not allowed to bring in a cell phone or any other mobile device, and may not make or receive phone calls at the precinct. Watchers are not allowed to bring in recording devices.

Watchers may not leave the building once the polls have opened. If a Watcher leaves the building for any reason, they will not be allowed to return unless authorized by the Election Commission. Watchers may remain at the precinct until all work has been finished and the Inspector is ready to return the materials to the Election Commission.

Watchers may not wear any electioneering apparel or carry any campaign material.

Watchers may not display any campaign information on their car if it is parked within 300 feet of the precinct.

Any Watcher who does not comply with these rules will be dismissed by the Election Commission.

### § 2.15 Conducting the Election

- A. Voters should be processed in the order that they present themselves, first come, and first served. At no time should there be more than one Voter in each voting booth. Should a line of Voters develop outside the precinct, the line should be kept orderly by the Sergeant at Arms.
- B. The Voter should announce their name and address to the Judge. The Judge shall confirm the Voter's identity through personal knowledge, or photo ID or by viewing some current form of government issued ID card or the voter's ID card issued by the Cherokee Nation Election Commission or other methods of identification. The Judge shall then ask the voter to sign their name in the Precinct Voters Signature Book. The Clerk shall issue the ballot and show the Voter the ballot marking instructions.
- C. When the Voter has been issued a ballot, the Inspector should direct them to a vacant voting booth. The Inspector should remind the Voter:
  - 1. Ballots are marked following the directions inside the voting booth.
  - 2. Use the marking device issued by the Precinct Official.
  - 3. Insert the ballot into the ballot tabulator.
  - 4. Leave the precinct immediately after voting

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D. If a Voter's name is not listed in the Precinct Signature Book, the Judge should consult the Master List of Voters and direct the Voter to the correct precinct or advise Voter that his/her district is not conducting an election, if that is the case. If the Voter's name is not found in the Master List of Voters and the Voter insists that they are registered, the Voter may cast a Challenged Ballot.

E. The following procedures should be used in the event of a Challenged Ballot. If the Precinct Voters Signature Book does not contain a Voter's name, or if a Precinct Official should challenge the Voter's eligibility for other reasons, that Voter will be allowed to vote only if they sign the Challenge Ballot Roster and complete all required information on the Challenged Ballot Envelope and have not already cast a regular or absentee ballot.

Once the Voter has completed the statement on the front of the Challenge Ballot Affidavit Envelope, they are issued a ballot and a "Challenged Ballot Secrecy Envelope" and directed to a voting booth to cast their ballot. The Challenged Ballot Precinct Official must insure that the Voter casting the ballot places the completed ballot in the Secrecy Envelope and not into the tabulator. After the ballot has been sealed in the Secrecy Envelope by the Voter, the Challenged Ballot Precinct Official will place this item in the Challenged Ballot Bag.

Challenged Ballots shall not be counted at the time they are cast, but shall be maintained in the Challenged Ballot Bag. The Challenged Ballot Bag shall be returned to the Election Commission in the Election Supply Tub.

At the end of the day, the Clerk shall count the number of signatures on the Challenge Ballot Roster. The Clerk shall fill in this information on the appropriate line on the Certificate of Vote

F. If a Voter is unable to mark their ballot, the Inspector shall have the Voter affirm the following:

"Do you solemnly swear or affirm that you are unable to mark your ballot for voting because of a disability?"

The Judge will print the Voter's name on the appropriate line in the Precinct Voters Signature Book if they are unable to sign. The Clerk and Inspector will initial next to the Voter's name in the Precinct Voters Signature Book.

Once the Voter has been sworn, they are permitted to receive assistance from any person of their choice to mark their ballot, provided that person is at least eighteen years of age.

The Inspector or Clerk shall recite the following oath to the person who provides assistance:

"Do you solemnly swear or affirm that you will mark the Voter's ballot in accordance with his/her wishes?"

Assistance may be given in the voting booth and at the ballot tabulator. Assistance shall be witnessed by the Inspector, but in a manner that the Inspector cannot see or hear how the ballot is being marked.

The Voter may also choose a Precinct Official to provide assistance. If the Voter chooses a Precinct Official to provide assistance, the Oath above is not required. All persons except the Voter and their assistant should be kept at a distance until the ballot has been placed in the tabulator.

The Inspector should record assistance on the Voter Assistance Form.

G. If a Voter is unable to enter the building, the Sergeant at Arms should move to the head of the line of waiting Voters and all voting in the precinct shall cease. Any Voter who has

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signed the Precinct Voters Signature Book will be allowed to complete the voting process and exit the precinct before voting is halted. At that time, the Inspector and one other Precinct Official shall take the following items out to the Voter:

1. Precinct Voters Signature Book
2. Ink pen for Signature Book and Ballot Marking Pen
3. Book of Ballots
4. Precinct Official Notebook
5. Secrecy Folder
6. Challenged Ballot Bag with packets

The Inspector must administer the following oath to the Voter:

“Do you solemnly swear or affirm that you are unable to enter the precinct because of (name of appropriate disability)?”

The Voter must sign their name or make their mark in the Precinct Voters Signature Book. If the Voter makes their mark, the Inspector and the other Precinct Official must initial next to the Voter’s mark in the Precinct Voters Signature Book.

Once the Voter has been administered the oath, they are permitted to receive assistance from any person of their choice, provided that person is at least eighteen (18) years of age. The Inspector or Clerk must recite the following oath to the person who provides assistance:

“Do you solemnly swear or affirm that you will mark the Voter’s ballot in accordance with his/her wishes?”

Assistance may be given in a vehicle. Assistance must be witnessed by the Inspector, but in a way that the Inspector cannot see or hear how the ballot is being marked. The Voter may also choose a Precinct Official to provide such assistance. If the Voter chooses a Precinct Official to provide assistance, the Oath above is not required. All persons except the Voter and the Voter’s assistant should be kept at a distance until the Voter has finished marking their ballot.

The Inspector should record assistance on the Voter Assistance Form.

The Inspector will immediately place the ballot into the ballot tabulator after returning to the precinct. All items shall be returned to their proper place and voting shall resume.

H. A Spoiled Ballot is one that has been improperly marked or defaced by the Voter. A Mutilated Ballot is one that is torn or damaged by the Precinct Official, Voter, or ballot tabulator. If a Voter has improperly marked their ballot, or if the ballot is damaged, it should be returned to the Clerk.

1. The Clerk shall instruct the Voter to tear the ballot into several pieces. The Voter should give the torn ballot to the Clerk, who will place the ballot into the envelope labeled “Spoiled/Mutilated Ballots.” The Clerk will do this without looking at the ballot. The Voter must sign the Spoiled/Mutilated Ballot Affidavit on one of the appropriate lines of the Spoiled Ballot Envelope.
2. After the Voter has signed the Affidavit, the Clerk will issue the replacement ballot.

## **RULES AND REGULATIONS OF THE CHEROKEE NATION ELECTION COMMISSION**

3. After the Voter has marked their replacement ballot, it should be inserted into the ballot tabulator.
4. At the end of the day, the Clerk will count the signatures on the front of the Spoiled/Mutilated Ballot Envelope. The Clerk will enter this number on the Certificate of Vote.

## Record Retention

| Election Materials                                                                          | 30 Days | 1 Years | 2 Years | 2 Cycles | 3 Years | 7 Years | Permanent |
|---------------------------------------------------------------------------------------------|---------|---------|---------|----------|---------|---------|-----------|
| Unvoted Ballots (30 days after election cycle)                                              | X       |         |         |          |         |         |           |
| Master Lists (1 permanent, 1 digital, 30 days after)                                        | X       |         |         |          |         |         | X         |
| Precinct Certificate of Vote forms with results                                             |         |         |         |          |         |         | X         |
| Candidate Financial Disclosure Reports                                                      |         |         |         |          |         |         | X         |
| Candidate Filing Records                                                                    |         |         |         |          |         |         | X         |
| Voted Ballots                                                                               |         |         | X       |          |         |         |           |
| Spoiled/Mutilated Ballots                                                                   |         |         | X       |          |         |         |           |
| Challenged Ballots                                                                          |         |         | X       |          |         |         |           |
| Precinct Signature Books                                                                    |         |         | X       |          |         |         |           |
| Absentee Ballot Request Forms                                                               |         |         | X       |          |         |         |           |
| Absentee Ballot Request Form Rejects                                                        |         |         | X       |          |         |         |           |
| Returned Undeliverable Mail (Voter Cards, VR Rejection letter, Notification Correspondence) |         |         | X       |          |         |         |           |
| Absentee Ballots & Envelopes - Counted                                                      |         |         |         |          | X       |         |           |
| Absentee Ballots & Envelopes - Rejected                                                     |         |         |         |          | X       |         |           |
| Election Day Forms (Ch. Ballot Roster, Ballot Accounting, Seal Logs, etc.)                  |         |         |         |          | X       |         |           |
| Precinct Worker Binders                                                                     |         |         |         |          |         | X       |           |
|                                                                                             |         |         |         |          |         |         |           |
| Office Records                                                                              | 30 Days | 1 Years | 2 Years | 2 Cycles | 3 Years | 7 Years | Permanent |
| Voter Registration Rejection Letters                                                        |         | X       |         |          |         |         |           |
| Deceased Voter Registration Records & Lists                                                 |         |         | X       |          |         |         |           |
| Front Desk Sign In Sheets                                                                   |         |         |         | X        |         |         |           |
| Vault/Storage/Server Room Entry                                                             |         |         |         | X        |         |         |           |
| Gov't Relations VR & AB Lists                                                               |         |         |         | X        |         |         |           |
| Campaign/Candidate VR & AB Lists                                                            |         |         |         | X        |         |         |           |
| Employee Records                                                                            |         |         |         |          |         |         | X         |
| Employee Timecards                                                                          |         |         |         |          |         |         | X         |
| Commissioner Records                                                                        |         |         |         |          |         |         | X         |
| Commissioner Time Sheets                                                                    |         |         |         |          |         |         | X         |
| Employment Applications                                                                     |         |         |         |          |         |         | X         |
| Meeting Minutes                                                                             |         |         |         |          |         |         | X         |
|                                                                                             |         |         |         |          |         |         |           |
| Office Financial Records                                                                    | 30 Days | 1 Years | 2 Years | 2 Cycles | 3 Years | 7 Years | Permanent |
| Information & Financial Requests/Deposits                                                   |         |         |         |          |         | X       |           |
| Contracts/Agreements                                                                        |         |         |         |          |         | X       |           |
| PO's/AFP's                                                                                  |         |         |         |          |         | X       |           |
| Vender Contracts                                                                            |         |         |         |          |         | X       |           |
| GSA Reports                                                                                 |         |         |         |          |         | X       |           |
|                                                                                             |         |         |         |          |         |         |           |

**CHEROKEE NATION ELECTION COMMISSION**

**RESOLUTION ADOPTING AMENDED AND RESTATED RULES AND  
REGULATIONS**

**WHEREAS**, the Cherokee Nation since time immemorial has exercised the sovereign rights of self- government on behalf of the Cherokee people;

**WHEREAS**, the Cherokee Nation is a federally recognized Indian Nation with a historic and continual government to government relationship with the United States of America;

**WHEREAS**, the Cherokee Nation Election Commission is a constitutional, autonomous and permanent entity charged with the administration of all Cherokee Nation elections as set forth in the Cherokee Nation Constitution.

**WHEREAS**, Section 11 of Title 26 (Elections) of the Cherokee Nation Code Annotated, as amended provides that the Election Commission shall develop rules and regulations concerning the Cherokee Nation Election Commission.

**WHEREAS**, pursuant to the above authority the Cherokee Nation Election Commission hereby adopts the attached amended and restated Rules and Regulations.

**CERTIFICATION**

The forgoing resolution was adopted by the Cherokee Nation Election Commission at a duly called meeting on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, having \_\_\_\_ members present, constituting a quorum, by vote of \_\_\_\_ yea, \_\_\_\_ nay; \_\_\_\_ abstaining.

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Rick Doherty, Chairperson of the Cherokee  
Nation Election Commission

ATTEST:

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Pamela Sellers, Secretary of the Cherokee  
Nation Election Commission

YEAS and NAYS Recorded:

Rick Doherty\_\_\_\_ Cheryl Cooper\_\_\_\_ Pamela Sellers \_\_\_\_  
Sherry Reynolds\_\_\_\_ Debra Proctor\_\_\_\_