

## Notice of Open Positions | Election Board

**POSITION DESCRIPTION.** The Tribal Council is seeking letters of interest and résumés from Pokagon Band citizens who are interested in filling one of the Two (2) Board member positions or One (1) Alternate member position on the Election Board.

Provided below is information regarding the Election Board and how to be considered for an appointment.

**ELECTION BOARD AND ITS RESPONSIBILITIES.** The Election Board is a five person Board with two Alternates whose members are appointed by the Tribal Council. The Election Board is responsible for conducting Pokagon Band elections, maintaining a list of registered voters, and reviewing membership petitions, initiatives, and referendums. Alternate members are expected to attend all Board meetings and will be seated and vote in the absence of a Board member.

**QUALIFICATIONS.** To be eligible for appointment to the Election Board, either as a Board member or Alternate member, a Pokagon Band citizen must:

1. Be an eligible voter of the Band;
2. Be at least twenty-five (25) years of age;
3. Not be incarcerated for any criminal conviction;
4. Not be presently a member of or candidate for Tribal Council, the Tribal Judiciary, the Ethics Board, or the Salary Commission; and
5. 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.

**APPOINTMENT PROCESS.** Election Board members and Alternate members are appointed by the Tribal Council. All persons who wish to be considered for appointment must be present at the meeting at which the Tribal Council will review the letters of interest and résumés, provided that the Tribal Council may for good cause waive this requirement. Any person who believes that good cause exists to not attend such meeting should contact the Tribal Council Executive Secretary who will share the information with the Tribal Council. Prior to any appointment, Tribal Council will make a determination whether the interested person meets the qualifications required to serve on the Election Board. In order to make this determination, all persons seeking appointment to the Election Board must undergo a limited criminal background check to be performed by the Pokagon Band Tribal Police to ensure that the candidate meets the qualifications to serve on the Election Board. Thus, all persons interested in an appointment must complete an Authorization to Conduct Criminal Background. You must contact the Election Clerk, at (269) 782-9475 or (888) 782-9475 to obtain an Authorization to Conduct Criminal Background Check Form.

**TIME COMMITMENT.** The time commitment required to prepare for and attend Election Board meetings, conduct elections, and perform the business of the Election Board will vary. The Election Board is typically more active during the time leading up to and during the General Election and Elders Election. Additionally, there may be Referendums, Special Elections,

**PETITIONS, AND RECALLS THAT WILL REQUIRE ELECTION BOARD ACTION.** General Elections occur on the second Saturday of July and Elders Council Elections occur on the second Saturday of November. The dates of the Election Board meetings vary, but typically occur after 5:00 p.m. and are held at the Pokagon Band's administrative offices at 58620 Sink Road in Dowagiac, Michigan. On average, a Board member or Alternate member can anticipate a time commitment of approximately 10 to 25 hours per month, with the busiest time being the months of May, June, July, September, October, and November.

**STIPEND.** Board members and Alternate members are independent contractors and are compensated for service to the Board at rates established by the Tribal Council. Board members receive a stipend for each meeting and Election attended. The amount of the stipend varies, depending on the seat held, however, Board members receive a minimum stipend of \$150 per meeting. Alternate members are compensated only if seated at a Board meeting in the absence of a Board member. Board members and alternates are entitled to reimbursement for mileage when using their personal vehicle to attend meetings and for other Board business in accordance with the Pokagon Band's Travel Policy.

**ETHICS REQUIREMENTS.** As Public Officials, Board members and Alternate members are subject to the Pokagon Band Code of Ethics. A copy of the Code of Ethics may be obtained from the Pokagon Band's website at [www.pokagonband-nsn.gov/government/codes-and-ordinances](http://www.pokagonband-nsn.gov/government/codes-and-ordinances).

**HOW TO APPLY.** If you are interested in serving on the Election Board, you must provide a written statement of interest (identifying whether you are seeking a Board member or Alternate member position) along with a current résumé, and a completed Authorization to Conduct Criminal Background, by one of the following three methods:

Mail: Melissa Rodriguez, Executive Secretary to Tribal Council  
P.O. Box 180  
Dowagiac, Michigan 49047

Fax: (269) 782-9625  
Attn: Melissa Rodriguez

Email: [Melissa.Rodriguez@Pokagonband-nsn.gov](mailto:Melissa.Rodriguez@Pokagonband-nsn.gov)

Please note that if you have previously sought appointment to the Board pursuant to any previous posting, and you are still interested in seeking appointment to the Board, you must reapply as provided in this Notice.

**DEADLINE.** This posting will remain open until both positions are filled.

**QUESTIONS.** If you have questions concerning the Election Board, please contact the Election Board office 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/codes-and-ordinances>.