Tribal Candidate Filing Packet

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Steps to Prepare for Candidacy Filing

- Locate the Public Notice of General Election Calendar to determine filing dates for 2025. It is located on the Tribal Elections webpage under Public Notices: www.choctawnation.com/elections.
- Locate and read the current version of the Chief and Tribal Council Election Ordinance; approved by CB-123-22 on May 14. 2-22. It is located on the Choctaw Nation website (www.choctawnation.com) under <u>Tribal Codes</u>, <u>Acts</u>, <u>and Ordinances</u>. This will ensure that prospective candidates are familiar with election rules that will govern their election campaigns.
- 3. Check eligibility rules (Ordinance, Article VII, §4-5) to hold elective office:
 - a. Be a tribal member of the Choctaw Nation of Oklahoma.
 - b. Be at least 30 years of age at the time of filing a declaration of candidacy (for Chief only); OR,

Be at least 21 years of age at the time of filing a declaration of candidacy (for Tribal Council Member only).

- c. Process no less than one quarter (1/4) degree of Choctaw Indian blood as certified by an official tribal membership card.
- d. Have been a resident within the boundaries of the Choctaw Nation of Oklahoma for not less than 2 years immediately preceding any election for Chief and if elected, shall remain a resident within the boundaries of the Choctaw Nation of Oklahoma during the term of office (for Chief only); OR,

Have been a resident in his or her respective district for not less than 1 year immediately preceding the election and if elected, shall remain a resident of the district from which elected during the term of office (for Tribal Council Member only).

- e. Never have been convicted of a felony by a court of competent jurisdiction.
- 4. Gather all personal and financial information required to complete required forms outlined in the "<u>Candidate Checklist for Filing Day</u>" section of this packet.

Information for currently employed associates or contract employees/consultants of the Choctaw Nation of Oklahoma (Ordinance, Article VII §8)

5. If you are currently employed as an associate or have contract employment with the Choctaw Nation of Oklahoma, and you are interested in filing for elective office, the Election Board advises that you visit with the Human Resources department at your earliest convenience to determine what steps are needed to take an unpaid leave of absence, or resign, or terminate a contract or consulting agreement, prior to filing for elective office.



Candidate Checklist for Filing Day

All prospective candidates are expected to appear in person to file for candidacy. The Choctaw Nation of Oklahoma Election Board does not accept candidate filing paperwork electronically or by proxy. In addition to providing an electronic form packet on the Tribal Elections webpage, the Election Board will provide paper forms to individuals on the day of filing.

All forms and supplementary documentation filed with the Election Board and the results of the background check shall be maintained by the Election Board as a part of the official candidate record.

The following documents are **REQUIRED** at the time of filing:

Proof of Blood Quantum and Membership Status using CDIB / Tribal Membership Card Tribal membership and blood quantum eligibility will be verified by a representative of the CDIB/Tribal Membership department.

Proof of Residency / Physical Address Required

- Must provide at least three (3) of the following documents:
 - Current (or unexpired) driver's license
 - Utility bill or bills
 - Income tax returns
 - State or tribal voter's registration
 - Homestead exemption statement

Residency within the reservation of the Choctaw Nation of Oklahoma and, if needed, residency within a specific Council District will be verified through the background screening results and residency documents provided. During the qualification period, a geographic information system will be utilized to determine the physical location of the residential address. If additional information is needed, then the Election Board will contact the prospective candidate directly.

Residency time requirements shall be calculated using the date of the election.

□ Cashier's Check or Money Order

All cashier's checks or money order shall be payable to the Choctaw Nation of Oklahoma. The Election Board will maintain a copy of the receipt for payment in the candidate's record and the original receipt will be given to the candidate at the time of filing.

The following table applies to candidacy filing fees:

| OFFICE | FEE AMOUNT |
|---|------------|
| Chief of the Choctaw Nation of Oklahoma | \$2,500 |
| Tribal Council Member | \$500 |



(If Applicable) Proof of Leave of Absence and/or Resignation from the Choctaw Nation Human Resources Department Prospective candidates are responsible for providing documentation of leave of absence, suspension of a contract or consulting agreement, or resignation to the Election Board at the time of filing. Employment status will be verified by a representative of the Human Resources department. Declaration of Candidacy Form for Chief or Tribal Council Member Must list name **exactly** as you would like it to appear on the ballot. • May only file for one (1) elective position. • After inspection by the Election Board on the day of filing, the form shall be notarized by the Election Board Secretary. _____ **Background Check Authorization Form** A person shall not officially be considered a candidate until the results of the background check indicate the person is eligible to serve in the office sought. All background screenings shall be conducted by a designated agent of the Election Board. This procedure will be conducted in accordance with the Election Board's 07.07.01 Background Investigation Policy (PolicyTech REF 9014). _____ **Campaign Financial Disclosure Statement** Campaign Financial Disclosure Statements shall be filed upon the filing of a declaration of candidacy and updates shall be filed at the end of every month during and throughout the election cycles. The form can be found on the Tribal Elections webpage at www.choctawnation.com/elections.

The Secretary will accept monthly statements in person or electronically by email so long as the form is completed in its entirety and received by deadline. Candidates must submit a statement even if there are zero contributions received.

For more regulations related to Campaign Contribution Reporting, review Article XXVI of the Election Ordinance.



The following documents are OPTIONAL forms and information to be provided by prospective candidates at the time of filing or on other dates specified in the "Dates and Deadlines" section of this packet.

□ Campaign Manager Information Form

This optional form is a part of the candidate's record and allows the Election Board to gather supplementary information about the candidate's campaign. It is used as a resource sheet to help direct voters to information sources.

Biskinik Insert Acknowledgment Form

A completed Insert Acknowledgment form is an optional form that shall be submitted at the time of filing.

In addition to the form, prospective candidates are encouraged to submit a headshot photo and information insert of 500 word or less, to the Election Board by 4:30pm on the last day of filing. The candidate insert and picture will be published in the Tribal Election Guide of the Biskinik, June edition.

- The June edition of Biskinik shall be printed in color and all candidates shall be allocated the same sized space.
- Headshots should be no smaller than 4 inches by 6 inches and no larger than 5 inches by 7 inches.
- The Secretary will accept an original photo, but an image format (.JPEG) shared on a flash drive or by email is preferred.
- Each candidate may submit information to be published in the insert. Such information will be submitted as follows:
 - Must be no more than five hundred words.
 - May contain information regarding the candidate's goals, his/her biographical information, the position the candidate is seeking election of, contact information; social media and/or candidate's website information.
 - Must not violate any applicable law or any legal right of a person or entity, including but not limited to, trademarks, copyrights, false advertising, criminal acts.
 - Must not contain personal attacks or statements denigrating another person's character either directly or implicitly.
 - Must not contain unsubstantiated claims or statements that make claims the truth of which cannot be independently verified.
 - Information submitted will NOT be printed as is. The Election Board reserves the right to delete any submitted information that is found to be in violation of this policy.
- The Secretary will accept written documents of the candidate insert, but a Microsoft Word file format (.DOC) shared on a flash drive or by email is preferred.



This procedure will be conducted in accordance with the Election Board's Candidate Insert Policy (PolicyTech REF 5626 v1). A copy of this policy is available on the Tribal Elections webpage: www.choctawnation.com/elections.



Candidate Withdrawal

This optional form is a part of the candidate's record.

Per Article VII, §11 of the Election Ordinance, any candidate may withdraw as a candidate upon the filing of a written notice of withdrawal with the Election Board Secretary. The notice may be signed by the candidate, a lawfully appointed personal representative of the candidate, or a lawfully appointed special administrator of a deceased candidate, whose signature shall be notarized.

The written notice should clearly identify the following information:

- 1. Who is the candidate giving notice for withdrawal of candidacy?
- 2. What is the reason for withdrawal?
- 3. When is the withdrawal of candidacy effective?
- 4. From which election and elective office is candidate withdrawing?
- 5. Who is filing the notice of withdrawal with the Election Board Secretary? The individual's name shall be easily identifiable in a printed name and as the signee on the notice.

A notice of withdrawal from a general election shall be filed with the Secretary on or before 4:30 p.m. on the third business day following the close of the candidate filing period.

A notice of withdrawal from a run-off election shall be filed with the Secretary on or before 4:30 p.m. on the third business day following the certification of election results from the general election.

If the notice of withdrawal is filed at any other time, the notice shall not be accepted by the Election Board Secretary and the name of the candidate shall appear on the appropriate ballot.

All PDF Forms Available in Electronic Filing Packet

Declaration of Candidacy Form for Chief (1-page form) Declaration of Tribal Council Member (1-page form) Background Check Authorization Form (2-page form) Campaign Financial Disclosure Statement (3-page form) Campaign Manager Information Form (1-page form) Biskinik Insert Acknowledgment Form (1-page form) Withdrawal of Candidacy Form (1-page form)



DECLARATION OF CANDIDACY FOR CHIEF OF THE CHOCTAW NATION OF OKLAHOMA

"For the purpose of having my name placed on the official election ballot as a candidate for Chief of the Choctaw Nation of Oklahoma, I, ______, do solemnly swear (or affirm) that I now reside and have resided in the Choctaw Nation of Oklahoma for two (2) years or more immediately preceding this election: I now reside at:

| WEIGHT: |
|---------|
| DOB: |
| |

I hereby certify that I am at least one-fourth (1/4) degree Choctaw Indian by blood as certified by an official Tribal Membership Card (attached); that (circle one) I am not an employee, contract employee or consultant of the tribe/I am an employee, contract employee or consultant and have taken a leave of absence or suspended the terms of the contract or consulting agreement, and if I become an active employee, contract employee or consultant I will automatically be disqualified as a candidate; that I will not use tribal property or equipment for election/campaign purposes during the pendency of my candidacy; and that I meet all qualifications required for said office. Furthermore, I hereby agree to adhere to all requirements of the Election Ordinance of the Choctaw Nation of Oklahoma and I will not violate any election provision, including but not limited to, defining or relating to corrupt and fraudulent practice in campaigns of elections in the Choctaw Nation of Oklahoma, the definition of campaigning and use of tribal property during the pendency of an election. Choctaw Nation of Oklahoma Tribal Membership has certified that my documents are genuine.

Signature

| State of (|) | |
|-------------|---|-----|
| |) | SS: |
| County of (|) | |

Before me, the undersigned Notary Public in and for said county and state, on this ______ day of ______, 20_____, personally appeared _______, who subscribed the above statement and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed for the purpose therein set forth. Witness my hand and official seal the day and year above written.

Notary Public

SEAL

My Commission Expires:

FOR USE BY CHOCTAW NATION MEMBERSHIP DEPARTMENT ONLY

I hereby certify that the above is a member of the Choctaw Nation of Oklahoma and fulfills all Constitutional requirements necessary to hold the above stated office of the Choctaw Nation of Oklahoma.

Print

Sign

Date



DECLARATION OF CANDIDACY FOR TRIBAL COUNCIL MEMBER OF THE CHOCTAW NATION OF OKLAHOMA

"For the purpose of having my name placed on the official election ballot as a candidate for Tribal Council Member for the District #____, I, _____, I, _____, do solemnly swear (or affirm) that I now reside and have resided in the District for which I seek office one (1) year or more immediately preceding this election: I now reside at:

| ADDRESS: | |
|-----------------|---------|
| CITY/STATE/ZIP: | |
| TELEPHONE: | |
| OCCUPATION: | |
| HEIGHT: | WEIGHT: |
| COLOR OF HAIR: | DOB: |

I hereby certify that I am at least one-fourth (1/4) degree Choctaw Indian by blood as certified by an official Tribal Membership Card (attached); that (circle one) I am not an employee, contract employee or consultant of the tribe/I am an employee, contract employee or consultant and have taken a leave of absence or suspended the terms of the contract or consulting agreement, and if I become an active employee, contract employee or consultant I will automatically be disqualified as a candidate; that I will not use tribal property or equipment for election/campaign purposes during the pendency of my candidacy; and that I meet all qualifications required for said office. Furthermore, I hereby agree to adhere to all requirements of the Election Ordinance of the Choctaw Nation of Oklahoma and I will not violate any election provision, including but not limited to, defining or relating to corrupt and fraudulent practice in campaigns of elections in the Choctaw Nation of Oklahoma, the definition of campaigning and use of tribal property during the pendency of an election. Choctaw Nation of Oklahoma Tribal Membership has certified that my documents are genuine.

| | Signature |
|--------------------------------|---|
| State of (| |
| County of (|) SS: |
| , 20 statement and acknowle | signed Notary Public in and for said county and state, on this day personally appeared who subscribed the ab edged to me that he/she executed the same as his/her free and voluntary act and deed forth. Witness my hand and official seal the day and year above written. |
| | Notary Public |
| SEAL | My Commission Expires: |
| | FOR USE BY CHOCTAW NATION MEMBERSHIP DEPARTMENT ONLY |
| · · · | e above is a member of the Choctaw Nation of Oklahoma and fulfills all Constitutional y to hold the above stated office of the Choctaw Nation of Oklahoma. |
| | |

Print

Sign



BACKGROUND CHECK AUTHORIZATION FORM

CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK IN COMPLIANCE WITH THE CHIEF AND TRIBAL COUNCIL ELECTION ORDINANCE (ARTICLE VII, §7; AND, THE 07.07.01 - Background Investigation Policy - Election Board.

Instructions:

- 1) Type in form or print in blue or black ink.
- 2) Answer all questions accurately and as detailed as possible. If a question does not pertain to you, write "N/A" (not applicable) in the space provided. Do not leave any blanks.

| Prospective Candidate's | Legal Name: First Name | | | |
|--|--|------------------|-------------|---------------------------|
| | First Name | | Middle Name | Last Name/Suffix |
| Other Names Used (including Maiden Name, if applicable): | | | | |
| Date of Birth (MM/DD/YYY | Y):Sa | ocial Security | y Number: | |
| Place of Birth (City/State | e): | | Gender (Ch | eck One): 🗆 Male 🗆 Female |
| Driver's License Numbe | er: | | State: | |
| Height: | Weight: | | Eye Color: | |
| Home Phone: | Cell Phone: | Email: | | |
| Current Employer: | Name of Company | Street A | | City State Zip Co |
| List all physical addresse | es for the <u>last year</u> starting | | | |
| Street Address | City | State | Zip Code | County |
| Former Physical Addresse | s below (Attach page if additional sp | oace is needed): | | |
| Street Address | City | State | Zip Code | County |
| Street Address | City | State | Zip Code | County |
| Street Address | City | State | Zip Code | County |
| Desument Ourner Flectie | | | | Effective Dates 11/09/2 |

Document Owner: Election Board Secretary Reference Number: 9001 v.2

This document is a part of the candidate record.

Effective Date: 11/09/2022 Page 1 of 2

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Full Disclosure

The information received from this Background Check will be compared to information supplied with this form for accuracy. The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:

- 1. Have you ever been arrested, charged, or cited with an offense filed against you whether there was a conviction (does not include minor traffic violations)?
- 2. Have you been convicted, or do you have an ongoing prosecution for a felony?

If you answered yes to question 1 or 2 list the date, charge, and disposition (i.e., fine paid, deferred)

| Da | ate | Charge | Misdemeanor / Felony | City and State | Sentence / Outcome | |
|---|---|--|---|----------------|--|--|
| | | | | | | |
| | | | | | | |
| | | | (Attach page if additional space is | needed.) | 1 | |
| 3. | | u currently on a deferi ist charge(s): | red sentence or on probatio | n? | □No □Yes | |
| 4. | | ou ever had a court di st charge(s): | smiss any charges against yo | u? | □No □Yes | |
| 5. | | | nat if anyone ever asked if yo e the sentence was deferred | | | |
| | lf yes, li | ist charge(s): | | | □No □Yes | |
| 6. | 6. Have you ever had charges expunged from your record by the court? □No □Yes If yes, list charge(s): | | | | | |
| 7. | Are yo | u required to register | as a Sex Offender? | | □No □Yes | |
| This authorization and consent for release of personal information acknowledges that the Election Board of the Choctaw Nation of Oklahoma (Hereafter referred to as "Board") and/or its designated agent(s) may now conduct investigations whether the records are protected from disclosure by a constitutional, statutory, or common law privilege. I authorize the release of any information related to my activities including schools, property interest (real and personal), employment, criminal justice agencies, regulatory agencies, business, financial institutions, and lending institutions. I authorize review and copying of all documents. I hereby certify that I understand the purpose of this background check and grant permission for the use and release of information as necessary. I understand and acknowledge that the Board will evaluate all information to determine whether I am qualified to hold an elective office of the Choctaw Nation of Oklahoma. | | | | | | |
| Sig | ned this | day of | , 20 | | | |
| Pro | ospective | e Candidate's Signature | 2: | | | |
| | | Dwner: Election Board Se lumber: 9001 v.2 | ecretary his document is a part of the can | | ective Date: 11/09/2022 Page 2 of 2 | |

CHOCTAWNATION.COM/ELECTIONS

 \times



CAMPAIGN FINANCIAL DISCLOSURE STATEMENT

| 1. DATE OF REPORT | 2. NAME OF CANDIDATE | | | | |
|---|---|--|--|--|--|
| 2. BUSINESS NAME (ASSCOCIATED WITH CANDIDATE, if applicable) | | | | | |
| 3. ADDRESS AND PHONE NUMBER | | | | | |
| Street or Rural Route | City State | Zip Code Phone | | | |
| 7.A. BEGINNING DATE OF REPORTING PERIOD | 7. B. ENDING DATE | OF REPORTING PERIOD | | | |
| Pursuant to Choctaw Nation Election Ordinance Artic source and amount of regulated monetary contributio month during the election cycle until the election(s) for | ns, including \$0.00, upon Declaration of Candida | | | | |
| By signing below, the candidate hereby solemnly following page(s) are a complete and accurate ac Nation of Oklahoma. | | tained in this statement is true and that the ported by candidate for elective office of the Choctaw | | | |
| Signature of Candidate | | Date | | | |
| 9. WITNESS SIGNATURE | | | | | |
| Signature of Witness | | Date | | | |
| 10. SUMMARY | | | | | |
| a. BALANCE ON HAND LAST REPOR | a. BALANCE ON HAND LAST REPORT | | | | |
| b. TOTAL RECEIPTS THIS PERIOD | | | | | |
| c. BALANCE ON HAND (10.a. plus 1 | 0.b.) | \$ | | | |
| 11. BALANCE PRIOR TO ENACTMENT OF DIS | SCLOSURE REQUIREMENT | \$ | | | |

For Board Use Only: Rcvd by (Initials): _____

| Date: | | |
|-------|--|--|
| | | |

Page _____ of _____



SUMMARY PAGE

| 11. CANDIDATE/BUSINESS NAME | 12. REPORT COVERING THE PERIOD | |
|---|--------------------------------|-----|
| | FROM: | TO: |
| MONETARY RECEIPTS | | |
| 13. CONTRIBUTIONS (In the amount of \$250.00 or more) a. Itemized Contributions (over \$250.00 from each source this period) b. Beginning Balance of Latest Report Completed c. TOTAL CONTRIBUTIONS (13.a. plus 13.b.) | \$ | |
| 14. TOTAL RECEIPTS | \$ | |

| For Board Use Only: | |
|---------------------|-------|
| Rcvd by (Initials): | Date: |

Page <u>2</u> of _____

Reference Number: 5554

Effective Date: 4/10/19



ITEMIZED STATEMENT OF CONTRIBUTIONS

| 1. NAME OF CANDIDATE | 2. REPORT COVERING THE PERIOD | |
|---|-------------------------------|-------------------------|
| | FROM: | То: |
| 3. TOTAL ITEMIZED CAMPAINGN CONTRIBUTIONS FROM PRECEDNG PAGE (Enter \$0 if first itemized page) | | Amount: |
| 4. COMPLETE THE APPROPRAITE ITEMS FOR EACH ITEMIZED CONTRIBUTION | | |
| Full Name (Including Middle Name): | | Amount of Contribution: |
| Organization Name: | | |
| Address: | | |
| | | |
| Contact Phone Number: | | |
| Occupation: | | |
| Employer: | | |
| | | |
| | | |
| Full Name (Including Middle Name): | | Amount of Contribution: |
| | | |
| Organization Name: | | |
| Address: | | |
| | | |
| Contact Phone Number: | | |
| | | |
| Occupation: | | |
| Employer: | | |
| | | |
| 5. TOTAL ITEMIZED CONTRIBUTIONS: | | |
| (Carry forward to item 3 of next page if additional pages of this form are used.) | | |
| (If this is the last page of contributions, this amount must be shown in item 13b. of summary.) | | |
| | | |
| | | |



Campaign Information Form

| Campaign Manager Contact Inform | nation |
|---------------------------------|---------------|
| Campaign Manager Name: | |
| Home Phone # | Cell Phone #: |
| Personal Email Address: | |
| Candidate Information | |
| | |
| Office of Chief or District #: | |
| Home Phone # | Cell Phone #: |
| Personal Email Address: | |
| Campaign Information | |
| Campaign Website: | |
| Campaign Facebook Page: | |
| Other Campaign Social Media: | |
| | |
| | |

Election Board



Insert Acknowledgment

- Candidate shall strictly comply with the letter and spirit of the Election Ordinance, the Election Candidate Insert Policy (EB-201) and the Election Board Candidate Guide, where applicable.
- Candidate shall submit a photo and 500 word information section no later than 4:30 on the final day to file as a candidate for election.
- Candidate shall work with the Board and persons assisting the Board in finalizing the content of the candidate's insert.
- All candidate inserts, including photo, shall be finalized no later than 4:30PM on the day after the candidate filing period has closed.
- The Board shall have final discretion regarding a violation of the Election Candidate Insert Policy.
- Candidate shall conduct themselves with courtesy and respect and shall cooperate with the Election Board, and persons assisting the Board, in finalizing the content of the candidate's insert.

By signing below, I am stating that I have read, understand and agree to the terms of this Insert Acknowledgement. If I fail to adhere to these requirements, I recognize the Election Board will take appropriate matters as they see fit. I recognize the Election Board as the authority in dealing with all matters concerning elections.

I have submitted a photo and information to the Election Board to be included in the Candidate Insert and. I DO NOT wish to submit a photo and information to the Election Board and understand that the following will be printed.*

Name

Position Running For

Contact Information

* INFORMATION PROVIDED ON DECLARATION OF CANDIDACY WILL BE PUBLISHED IF ABOVE IS NOT COMPLETED

Name

Signature

Candidate for

Date



Withdrawal of Candidacy Form

Instructions: Any candidate may withdraw their candidacy upon the filing of a written notice submitted to the Election Board Secretary. Such notice shall be signed by the candidate, a lawfully appointed representative of the candidate, or a lawfully appointed special administrator of a deceased candidate. This notice must be notarized by a public notary upon witness of signature on affidavit. Any forms received after the submission deadline will not be accepted by the Election Board Secretary.

A completed and notarized form may be submitted to the Election Board Secretary by mail to PO Box 748 Durant, OK 74702 or a candidate/representative may appear in person at Choctaw Nation Headquarters in Durant, OK 74701 to submit the form. A notary is available for in person submissions.

| Submission Deadline to Withdrawal from General | Submission Deadline to Withdrawal from Run-off |
|--|--|
| Election: Monday, April 28, 2025, by 4:30 P.M. | Election: Wednesday, July 16, 2025, by 4:30 P.M. |
| General Election Date: July 12, 2025 | Run-off Election Date: August 9, 2025 |

CANDIDATE IDENTIFICATION

| First Name | Middle Name | Last/Married Name | Maiden/Suffix | |
|---|--|--|---|--|
| Date of Birth: | | Last 4 of SSN: | | |
| AFFIDAVIT | | | | |
| | Print Name | , certify that I filed, or I am | | |
| on withdrawn from th Council Election Or Is Candidate Decea | , 2025 . I re Day Pay Poy Poy Poy Poy Poy Poy Poy Po | Declaration of Candidacy for the above of the the second s | Chief or Council District# ove identified candidate's name be _, pursuant to The Chief and Tribal | |
| | | Signature of Co | andidate / Legal Representative | |
| | Only | | Notary Seal | |
| day of, <u>2</u> My commission num | n to before me this 2025. ber is expires | | | |
| Signature o | of Notary | | | |
| Department Owner: Election Board Secretary Reference Number: 9738 v2 | | | Effective Date: 05/15/2024 | |

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