

***BYLAWS  
of the  
Sault Ste. Marie Tribe of Chippewa Indians Election Commission***

**Article I**

The name of the organization shall be the Sault Ste. Marie Tribe of Chippewa Indians Election Commission, herein called the Election Commission.

**Article II**

The headquarters of the Election Commission will be 523 Ashmun Street, Sault Ste. Marie, Michigan, 49783.

**Article III**

**Section 3.1 Purpose**

The Election Commission shall be responsible for establishing and conducting tribal elections and monitoring compliance with the Tribal Election Code.

**Section 3.2 Authority**

The authority for this Chapter is Article V, Section 6 of the Constitution and Chapter 10.104(1). The Election Commission shall:

1. Develop administrative procedures for each of the following aspects of tribal elections;
  - a. Voter Registration
  - b. Candidates
  - c. Nomination
  - d. Campaigning
  - e. Financing
  - f. Report & Filing
  - g. Non-Candidate Registrant
  - h. Complaints
  - i. Contest
  - j. Certification/Installation
  - k. Open Meetings
  - l. Civil Sanction Schedule
2. Advise the Sault Ste. Marie Tribe of Chippewa Indians Board of Directors on implementation of Election Codes.
3. Establish procedures for and administer the following;
  - a. Conducting Elections
  - b. Voter Registration
  - c. Special Advisory Elections
  - d. Referendum
  - e. Administrative Hearings for Contests and Complaints
4. Develop and administer a Tribal Census.

Adopted by the Sault Ste. Marie Tribe of Chippewa Indians Election Commission on January 24, 2024.

Adopted by the Sault Ste. Marie Tribe of Chippewa Indians Board of Directors on February 6, 2024.

5. Review budget related to the Election Commission.
6. Review and validate complaints relating to the election process pursuant to the complaint/contest procedures approved by the Board of Directors in Chapter 10 Election Ordinance.

### Section 3.3 Method of Amendment

These Bylaws may be altered, amended or repealed and new or other bylaws may be made and adopted at any regular meeting of the Election Commission or at a Special meeting for that purpose. After adoption by the Election Commission, the amended Bylaws are to be submitted to the Sault Ste. Marie Tribe of Chippewa Indians' Board of Directors for adoption.

## **Article IV**

### Section 4.1 Membership

Membership may be opened to any Member, subject to the provisions in Chapter 10, who is not currently holding an elected tribal office, and is concerned with the election of the Sault Ste. Marie Tribe of Chippewa Indians' Board of Directors.

### Section 4.2 Meeting

1. Meetings Generally;
  - a. Three (3) members of the Commission, excluding the Chairperson, comprise a quorum.
  - b. A majority of the members of the election commission shall constitute a quorum for transaction of business.
  - c. Actions of the Commission must be approved by simple majority.
  - d. The Commission Chairperson may only vote in the event of a tie.
  - e. The Election Commission will be required to keep complete and accurate records of all meetings and actions taken.
  - f. All meetings shall be recorded by the tribal board secretary or designee.
  - g. All meeting minutes shall be distributed to the Election Commission and posted to the Tribal website.
  - h. Meetings of the Commission shall be subject to relaxed parliamentary procedures pursuant to Tribal Code Chapter 14.
2. Regular Meetings;
  - a. Regular meetings of the Commission shall occur monthly.
  - b. Notice of all regular meetings shall be provided to all Commission members in writing at least three (3) days prior to the scheduled date of the meeting.
3. Special Meetings;
  - a. Special meetings may be called at any time by the Chairperson, or at the request of two Election Commission members.
  - b. Notice of all special meetings shall be provided to all Commission members in writing at least three (3) days prior to the scheduled date of the meeting.

Adopted by the Sault Ste. Marie Tribe of Chippewa Indians Election Commission on January 24, 2024.

Adopted by the Sault Ste. Marie Tribe of Chippewa Indians Board of Directors on February 6, 2024.

#### 4. Emergency Meetings;

- a. Emergency meetings may be called at any time by the Chairperson or at the request of two Election Commission members.
- b. Notice of all emergency meetings must be provided to all members as soon as practical prior to the meeting.

#### Section 4.3 Voting

The Chairperson does not vote unless there is a tie. The voting of a majority of the members present shall be necessary for the adoption of any matter. Each member shall be entitled to one vote in person. If an Immediate Family Member of an Election Commission member files as a Candidate, that Commission member shall be disqualified from participating in any action of the Election Commission relation to the office for which the Immediate Family Member has filed. Occasionally phone or email votes may be necessary to accommodate immediate action without the ability to call a special meeting. The results of the phone vote shall be permanent but must be reaffirmed at the next regular meeting.

#### Section 4.4 Appointment

Any member may be appointed to the Election Commission provided they are not currently holding a tribally elective office. They must first present a letter of interest and three (3) separate letters of recommendation by Sault Ste. Marie Tribe of Chippewa Indians members which must be submitted for review and recommendation by the Election Commission. The Elder Advisory Committee shall appoint each member of the Election Commission with the Board of Directors ratifying the selections. Any member of the Election Commission shall be ineligible for tribal elective office unless he resigns from the Election Commission at least six (6) months before the election deadline, excluding special elections.

#### Section 4.5 Composition

The Election Commission shall consist of five (5) members. The Chairperson of the Commission shall be selected by the Election Commission.

#### Section 4.6 Quorum

A majority of the members of the Election Commission shall constitute a quorum for the transaction of business. A majority shall mean fifty-one percent (51%) of the Election Commission membership present at the meeting.

#### Section 4.7 Terms of Office

The term of office shall be for four (4) years; terms shall be staggered to encompass the general election. The Elder Advisory Committee shall appoint a qualified replacement for the remainder of the term of service.

#### Section 4.8 Removal of Commission Members

Any Commission member may be removed under the provisions of 10.104(10).

## **Article V**

### Section 5.1 Officers

The officers of the Commission shall consist of a chairperson, vice-chairperson and secretary. All officers shall be elected by the Commission six (6) months prior to the general election wherever practical. The officers shall be selected by the Election Commission.

### Section 5.2 Chairperson

The chairperson shall preside at all meetings of the Commission. The chairperson shall, when necessary, report to the Tribal Board of Directors and shall see that all orders and resolutions of the Commission are carried into effect. The Election Attorney shall be present at said reports.

### Section 5.3 Vice-Chairperson

The vice-chairperson shall have all powers and perform all duties of the chairperson in the absence of incapacity of the chairperson. The vice-chairperson will perform also such other duties as may be assigned from time to time by the Commission.

### Section 5.3 Secretary

The secretary shall have all powers and perform all duties of the chairperson in the absence of incapacity of the chairperson and the vice-chairperson. The secretary is also charged with the approval of all the commission meeting minutes.