SHEET’KÁ KW̱ÁAN TRIBE
ELECTION REGULATIONS

Approved May 4, 2026, revised July 8, 2026

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Chapter 1 General Provisions

1.01 Purpose

These Election Regulations augment the Election Ordinance with detailed procedures for elections at the Sheet'ká K̲wáan Tribe ("SKT").

1.02 Authority

The Legislation Ordinance defines a Regulation as "a rule established to provide details for the implementation of ordinances". 01.01.04(b). The Election Ordinance Section 02.01.02 authorizes the Governance Committee to draft and approve these Election Regulations, with an FYI to the Tribal Council prior to taking effect. After the Tribal Council has received a memo summarizing the proposed Election Regulations, the Regulations shall take effect immediately.

1.03 Scope of the Regulations

The Election Regulations provide details for the General Manager ("GM"), SKT staff, Tribal Council candidates, and prospective and current Election Officials (i.e., Election Workers, Election Judges, and the Election Supervisor) involved in implementing Tribal Council elections. If there are any conflicts between the Election Ordinance and the Election Regulations, the Election Ordinance shall prevail.

1.04 Computation of Time

(a) A deadline under these Election Regulations, other than the deadlines in Chapter 6, Election Protest Guidelines, that falls on a weekend day or holiday shall be met on the regular working day prior to the weekend day or holiday.

(b) Deadlines in Chapter 6 that fall on a weekend day or holiday shall be met on the next working day following the weekend day or holiday.

(c) Weekends and holidays will count toward the final computation of time for all matters of these Election Regulations.

1.05 Definitions

For definitions relevant to these Election Regulations, see Election Ordinance Section 02.01.06.

(a) Early Voting Period: the 14 days preceding Election Day.

(b) Electronic voting: voting on a digital voting platform either at the polling place or remotely.

(c) Eligible Voter List: a list of all voters who meet the eligibility requirements listed in Election Ordinance Section 02.01.11, based on the written and electronic enrollment records of SKT. The Eligible Voter List will be a confidential web-based list, arranged alphabetically by voter's last name and including their enrollment number, mailing address, and email address (if available). A version of the Eligible Voter List with voter names only and all other personally identifiable information redacted will be posted publicly as part of the Election Proclamation, pursuant to Election Ordinance 02.01.19.

(d) Remote electronic voting: electronic voting that does not take place in-person at a polling place.

1.06 Severability

The provisions of these Regulations are severable, and should any provision of these Regulations be determined by a court of competent jurisdiction to be invalid, that determination does not affect the validity of any other provision of this Ordinance.

Chapter 2 Electronic Voting Procedure

2.01 Electronic Voting Process

(a) Eligible Voters have the option to cast a vote electronically.

(b) No proxy voter shall be used at any time.

(c) Remote electronic voting shall open and close at the hours and dates specified in the Notice of Election. Remote electronic voting shall be open for at least 14 days prior to Election Day.

(d) To cast an electronic ballot remotely or in-person, each voter will:

1. be provided with a unique Personal Identification Number (PIN);

2. follow the instructions provided in the Notice of Election regarding how to vote electronically; and
3. be provided with confirmation that their electronic ballot has been cast.

(e) Upon submission of the final electronic ballot, no changes can be made.

(f) An Eligible Voter shall be limited to only one vote through the use of a unique PIN.

2.02 Electronic Voting Platform

(a) The Electronic Voting Platform shall:

1. confirm that the voter has not previously voted electronically;
2. record on the Eligible Voter List that the voter cast an electronic ballot and the date and time the electronic ballot was received;
3. put the electronic ballot cast by a voter into the electronic ballot box; and
4. shall send an e-mail notification to the Election Supervisor to confirm the Eligible Voter has cast their electronic ballot.

(b) Where the Election Supervisor is notified of an incomplete electronic vote, the Election Supervisor shall attempt to contact the Eligible Voter immediately with alternative voting solutions, including voting in-person or by mail, if possible.

(c) The Electronic Voting Platform service is offered by an independent third-party service provider.

(d) All Eligible Voters can exercise their right to cast a ballot with full confidence that the following principles are assured:

1. the secrecy and confidentiality of individual votes is paramount;
2. the Electoral Vote shall be fair and non-biased;
3. the Electoral Vote shall be accessible to all Eligible Voters;
4. the integrity of the Electoral Process shall be maintained throughout the Electoral Vote;
5. that the results of the Electoral Vote reflect the votes cast; and
6. Eligible Voters shall be treated fairly and consistently.

(e) Once an Eligible Voter casts an electronic ballot, their name shall be automatically recorded on the List of Eligible Voters as having cast their electronic ballot indicating the date, time and location.

(f) The Electronic Voting Platform will provide the following to the Electoral Supervisor upon request:

1. providing daily/weekly reports and detailed activity reports;
2. modifying, updating and viewing the List of Eligible Voters;
3. viewing, issuing and canceling unique PINs;
4. specifying who on the Eligible Voter List voted on the Electronic Voting Platform; and
5. providing the summary of the vote results after the closing of the electronic voting.

(g) Individual voting results shall remain secret at all times, shall not be revealed and shall be encrypted in such a way that it can never be revealed.

(h) Automated e-mail notifications shall be generated in real-time to the Eligible Voter (if the Eligible Voter has provided SKT with their email address) and Election Supervisor of all and any activity associated with an Eligible Voter's unique PIN using the Electronic Voting Platform, including:

1. attempted voting;
2. completed voting;
3. failed voting; and
4. system or communication failures, interruptions or lost data.

(i) Following this Electoral Process and prescribed time frame, all electronic data shall be deleted and wiped nine (9) months after the general election if an appeal is not received.

(j) When the polls close on Election Day, the option to vote electronically is removed as an option from the Electronic Voting Platform and the Election Supervisor shall cause the Electronic Voting Platform to seal the electronic ballot box. The results shall be sent to the Election Supervisor.

Chapter 3 Conduct of Election

3.01 Notice of Election

(a) The Election Supervisor shall mail to all eligible voters a sealed envelope containing their paper ballot and notice of election. See Election Ordinance Section 02.01.20-21.

(b) The notice of election will include notifying voters that voters have the option to vote electronically, explaining that voters may vote early electronically, by mail, by ballot drop-off, or in-person, or may vote in-person with a paper ballot or electronically on Election Day. The notice of election will include instructions for all forms of voting (electronic, by mail, by ballot drop-off, and in-person). The notice of election must provide eligible voters with their unique personal identification number (PIN).

3.02 In-Person Voting Procedures

(a) In-person voting shall be available to eligible voters during the early voting period, as established in Chapter 1.05(a), and on Election Day. On Election Day, the polls shall open at 8:00 a.m. and shall remain open until 8:00 p.m. of that same day. See Election Ordinance 02.01.22.

(b) Eligible voters voting in person will have the option to vote electronically or to vote using a paper ballot.

(c) If voting electronically, the voter will follow the procedure described in Chapter 2.01(d).

(d) If voting with a paper ballot, the voter will provide the Election Worker with their PIN, and the Election Worker will print out a ballot for the voter. The Election Worker will submit the completed ballot into a sealed ballot box. At the end of each day during the voting period, the Election Supervisor will open the ballot box and submit each paper ballot into the Electronic Voting Platform. See Chapter 3.04 for detail on how to avoid double counting paper and electronic ballots.

(e) Voters who do not remember their PIN may request help from election workers. Voters requesting help will present valid state or Tribal government issued identification.

1. The Election Worker shall verify the voter's address, and if the government issued identification has a different address than that listed in the Eligible Voter List, verify with the voter's accurate

current address, and update the Eligible Voter List with the correct address.

2. If a voter attests that they are a Tribal Citizen, but they are not on the Eligible Voter List, the Election Worker shall add at the end of the Eligible Voter List the person's full name, current address and telephone number, and enrollment number, if known, and the voter shall be allowed to vote a "question ballot," according to the provisions of Chapter 3.05 below.

3. If a voter does not have valid government issued identification, the person shall be directed to the SKT offices to receive valid government issued identification on or before election day. The person must return to the polling location before 8:00 p.m. on Election Day in order to cast their ballot. Alternatively, the Election Supervisor and one member of the election staff may confirm the identity of the voter and treat their ballot as a "question ballot" until the voter returns to the voting place with a valid identification, upon which time the ballot shall be removed from "question" status and shall be treated like a standard ballot. Failure to confirm identity with a valid government identification by 8:00 pm on Election Day will result in the question ballot not being counted in the canvass of the vote.

(f) Upon receipt of a ballot, the voter shall retire to a private voting booth or other designated places and vote their ballot in secret. Only one (1) person shall occupy a voting booth at one time, except as provided in Section 3.06. The voter must mark and submit their ballot without leaving the polling place.

(g) At the close of the polling places, the Election Supervisor or the designated representative of the Election Supervisor shall pick up all tablets and sealed ballot boxes from all polling places.

3.03 Mail-In and Drop Off Ballots

Mail-in and drop-off ballots must be received by the Election Supervisor before the polls close on Election Day to be counted. See Election Ordinance 02.01.21.

The Election Supervisor will ensure that sealed ballot drop off boxes are available at all polling places.

3.04 Avoiding Double Counting Ballots

(a) The first ballot cast by a voter shall be the ballot counted by the Election Supervisor. Voters may not cast more than one ballot.

(b) If a voter casts a paper ballot and an electronic ballot, the ballot cast *first* shall be counted. If the Election Supervisor cannot determine which ballot was cast first, the paper ballot shall be counted.

3.05 Question Ballots

Any voter whose name does not appear on the Eligible Voter List must vote a "question ballot." After the Election Worker has added the individual and the individual's pertinent contact information to the Eligible Voter List, the Election Worker shall add the individual's name and voter credentials to a segregated portion of the Eligible Voter list, so that the individual may cast their ballot. The ballot will be a "question ballot" that will only be counted if the Election Committee determines that the individual is eligible to vote.

3.06 Assisting Voters

(a) Any voter who cannot read the English language, is blind, or has some other disability which makes them unable to mark the ballot or vote electronically, may upon request, be assisted by two (2) Election Workers in marking the ballot or voting electronically. The Workers shall neither by word, action, or expression influence or attempt to influence the voter.

(b) If such a voter is engaging in remote electronic voting, that voter may reach out to the Election Supervisor for assistance using the contact information provided on the Notice of Election.

Chapter 4 SKT General Manager Responsibilities

4.01 Duty to Solicit Election Supervisor Bids

The General Manager or designee shall solicit bids for the position of Election Supervisor, in accordance with SKT's procurement policy when applicable, at least one-hundred twenty (120) days prior to the general election and provide the bids to the Tribal Council for review at least sixty (60) days prior to the general election.

4.02 Duty to Solicit Interested Tribal Citizens to Serve as Election Judges

The General Manager or designee shall solicit interested Tribal Citizens to serve as Election Judges at least seventy-five (75) days prior to the general election and provide the names of the interested Tribal Citizens to the Tribal Council for review at least sixty (60) days prior to the general election. If the Election judges chosen end up having a conflict because they are the immediate relative of a Council candidate, the issue should be brought back to the Council to appoint an alternate election judge to serve as judge.

4.03 Duty to post Election Proclamation in a public place

No later than thirty days (30) before the general election or ten (10) days before the special election, the General Manager or their designee shall post in a public place an Election Proclamation, which includes all the components stated in Election Ordinance 02.01.19. The Election Proclamation shall be posted in SKT Tribal Headquarters and published in the local newspaper. The Election Proclamation published in the local newspaper does not need to include the Eligible Voter List.

4.04 Duty to prepare candidacy materials

No later than seventy-five days (75) days prior to a general election, the General Manager or their designee shall ensure that Candidacy materials are ready and available for distribution for any Tribal Citizen interested in running for the Tribal Council. Candidacy materials shall be prepared pursuant to the requirements in Election Ordinance Section 02.01.15.

4.05 Duty to Prepare and Post an Eligible Voter List

The General Manager shall ensure that the Enrollment Officer prepares an Eligible Voter List. The enrollment officer and the General Manager will verify the Eligible Voter List as an accurate reflection of the existing enrollment records of SKT. Election Supervisor will receive the Eligible Voter List once the Election Proclamation is posted, or earlier, if possible.

4.06 Duty to Publish Sample Ballot

The General Manager shall include a sample ballot in the Election Proclamation. The purpose of the sample ballot is limited to displaying the slate of candidates.

4.07 Duty to Prepare Timeline Prior to General Election

The General Manager, or other person designated by the Tribal Council, shall be responsible for preparing a timeline detailing the dates and activities that must be followed pursuant to Election Ordinance 02.01.05 and Election Regulations Chapter 1.04 Computation of Time. The timeline must be prepared, posted in a public place, and distributed to the Tribal Council by July 1 of every year.

4.08 Duty to Prepare Timeline for Special Election

In the event of a special election, the General Manager will present a proposed timeline for election deadlines to the Tribal Council for review at least twenty-five (25) days prior to the scheduled special election.

Chapter 5 Prohibited Practices

5.01 Prohibition on Political Persuasion

(a) The Election Supervisor will post warning notices on the front entrance of each polling place explaining the prohibition on political persuasion.

(b) The Election Supervisor and Election Judges shall not, during their appointments as Supervisor and Judges, campaign for a candidate, post signs or social media content, or host a website in favor of a candidate or candidates, or otherwise advocate for a candidate or attempt to persuade a person to vote a certain way.

(c) No Election Officials, including the Election Supervisor, Election Workers and Election Judges, may discuss any issue or candidate on the ballot, including write-in candidates, while working at the polls or within 200 feet of the poll entrance. If a voter asks an Election Official for their opinion on a candidate or issue, the Election Official will not respond and will inform the voter of the prohibition on political persuasion.

5.02 SKT Employees Prohibition on Campaigning During Working Hours or with SKT Resources

(a) No SKT employee will support or promote any candidate in any SKT Tribal election during work hours or with the use of any SKT resource. This specifically prohibits employees from the use of SKT computers, printers, wi-fi hot spots provided by SKT, SKT email, office supplies, or offices during or after regular office hours, to influence a person to vote or not to vote for a particular candidate or issue. This does not include personal cell phones even if SKT provides that employee a stipend to mitigate costs for use of the personal cell phone.

(b) SKT employees who are SKT Tribal Citizens are not to be deprived of their rights to political speech by this section however those Citizen Employees shall not be permitted to use any SKT employment resources while they engage in political speech activities.

Chapter 6 Election Protest Guidelines

6.01 Challenge of Candidates

(a) If a qualified voter challenges the eligibility of a candidate to hold office, the Election Supervisor shall promptly notify the challenged candidate and furnish them with a copy of the statement of challenge.

(b) The Election Supervisor shall rule on the question presented by a challenge of the eligibility of a candidate. The Election Supervisor shall rule on each challenge of a candidate in a general election at least fourteen (14) days before the election date, and in a special election as soon before the election date as practicable.

(c) Any appeal of the Election Supervisor's decision to the Tribal Court shall not delay or otherwise impede the election dates established pursuant to these Regulations. The Tribal Court shall make resolution of candidate eligibility a priority for resolution.

6.02 Process and Ruling on Challenges of Election Results

(a) The following schedule shall be followed in the event of an election protest:

1. Process before Election Committee
    a. A written protest must be filed with the Election Supervisor by the Protestor within three (3) days following the election. Protests shall be limited to challenges relating to the Conduct of the Election (Election Ordinance Chapter 10 and Election Regulations Chapter 3) and Prohibited Practices (Election Ordinance Chapter 11 and Election Regulations Chapter 5).
    b. The Election Supervisor shall immediately convene the Election Committee, with Tribal Attorney to review the allegations contained in the protest and issue a written decision regarding the protest. If the protest allegations relate to Chapter 11 of the Election Ordinance and Chapter 5 of the Election Regulations, the Committee must determine and address in the written decision whether any of their findings require that a new election be run.
    c. In the event the Election Committee finds good cause to conclude a violation of the Election Ordinance or Election Regulations occurred, the Committee shall have authority to issue the following remedies:
        1. Recount of the vote,
        2. Candidate run-off if voter intent is unclear upon canvassing the vote,
        3. New Election to cure violation, to be executed pursuant to the Special Election rules in Election Ordinance, Section 02.01.09.

4. For violations of Election Regulations Chapter 5.02 only, direct the General Manager to address employee discipline remedies pursuant to Employee Handbook.
5. For violations of Election Ordinance 02.01.37, the Officers of SKT Council must be directed to address council member discipline pursuant to the Code of Conduct.

d. The written decision by the Election Committee must be delivered by the Election Supervisor to the Tribal Council, General Manager and the Protestor within three (3) days after the Election Supervisor receives the protest.

(2) Appeal to Tribal Court

To the extent it is not inconsistent with the Election Ordinance and/or these Regulations, the Code Governing Tribal Court Rules and Civil Procedure shall apply.

a. The Plaintiff must file a Complaint and Summons with the Tribal Court and the Defendant within three (3) days of the Election Committee's decision. Plaintiff has the burden of proof to demonstrate to the Court that the Election Ordinance and/or these Regulations were violated.
b. The Defendant must file an Answer to the Complaint with the Tribal Court and Plaintiff within three (3) days of receiving the complaint and summons.
c. A pretrial conference shall be scheduled to occur no later than seven (7) days after the Answer is filed with the Court. The purpose of the pretrial conference is to exchange witness lists, agree to discovery requests, and set date for trial. Either party may request the court consider summary judgement if there are no questions of material fact to address.
d. The trial shall occur within five (5) days after the pretrial conference unless summary judgement has been granted. The Judge shall make a ruling within (2) days after the trial and issue a written decision.

3. Expedited process in the Appellate Court (if appealing the decision of the Tribal Court Judge)

To the extent it is not inconsistent with the Election Ordinance and/or these Regulations, the Appellate Code shall apply.

a. Within three (3) days of the entry of final judgment by the Tribal court, the party against whom judgment was made must file a Petition for Appeal with the Clerk of the Tribal court. The Petition shall be accompanied by a brief in support of the Petition.
b. Within two (2) days of the filing of the Petition for Appeal, the Court of Appeals shall convene to consider whether to hear the appeal. This meeting shall be in chambers, and not of record. There is no absolute right to appeal, and the Court of Appeals may dismiss the Petition if it seems frivolous or without merit. If the Petition is deemed to have merit and is within the scope of the Court of Appeals power to review, it shall issue an order granting consideration of the appeal.
c. Within three (3) days of granting the appeal, the Court of Appeals shall schedule whatever briefing, oral arguments, and other hearings it deems appropriate.
d. A proposed decision of the Court of Appeals shall require a majority vote of the Justices in attendance of the particular appeal.
e. The Court of Appeals shall convene upon two days' notice of the Governing Council.
f. No Council member who served as the Tribal Court Judge on the matter being appealed shall be a member of the Appellate Court.
g. No member of the Council when presiding as judge of the Appellate Court shall be in conflict with or a party to any case before the court.

h. In the event the Protestor is a current SKT Council Member, that member shall be excluded from any Council Meetings, discussion, communication, and emails regarding the protest/election, directions from Council to Staff and other material information regarding the protest/election.

Chapter 7 CERTIFICATION

This Election Regulations were adopted by the Governance Committee of the Sheet'ká Kwáan Tribe at a duly convened meeting on May 4, 2026 and at which a quorum was present, by a vote of __4__ IN FAVOR, __0__ AGAINST, __0__ ABSTAIN, and __0__ ABSENT. The Election Regulations were revised by the Governance Committee of the Sheet'ká Kwáan Tribe at a duly convened meeting on July 8, 2026 and at which a quorum was present, by a vote of __4__ IN FAVOR, __0__ AGAINST, __0__ ABSTAIN, and __0__ ABSENT.

Gah Kith Tin | Alana Peterson
Governance Committee Chair

Chapter 8 Appendix I – Sample GM Timeline for General Election

Date	Action Necessary
July 1	General Manager **shall** be responsible for preparing a timeline detailing the dates and activities that must be followed pursuant to *Election Regulations Section 04.07 Duty to Prepare the Timeline prior to the General Election.*
July 13 At least 120 days prior to the election.	General Manager **shall** solicit bids for the position of Election Supervisor. *Election Regulation 04.01, Duty to solicit interested Tribal Citizens to serve as Election Supervisor.*
July 13 At least 75 days prior to the election	The General Manager **shall** solicit interested Tribal citizens to serve as Election Judges. *Election Regulation 04.02, Duty to solicit interested Tribal Citizens to serve as Election Judges.*
August 17	Bids for the Election Supervisor and Election Judges are due by COB 8/17.
August 27 At least 75 days prior to Election Day.	The General Manager **shall** have candidacy materials available for distribution to interested Tribal Citizens. *Election Regulation 04.04 Duty to prepare Candidacy Material.*
September 11 At least 60 days prior to the election	• The General Manager **shall** provide bids for the Election Supervisor and names of interested citizens for Election Judges to the Tribal Council for review. *Election Regulation 04.01, Duty to solicit interested Tribal Citizens to serve as Election Supervisor.* • Tribal Council **MUST** appoint an Election Supervisor, two (2) Election Judges, and one alternate Election Judge. *Election Regulations, Section 4.02 Duty to Solicit Interested Tribal Citizens to Serve as Election Judges.*
September 11	Tribal Council **may** designate all polling locations. *Election Ordinance 02.01.25 Designation of Polling Places.*
TBD September 6:00 – 7:30pm, 204 Siginaka Way	Candidate Information Session – presentation for Tribal Citizens interested in running for office.
September 25 No later than 45 days prior to Election Day.	Any person seeking to become a candidate shall file all candidacy materials with the Election Supervisor or other person designated by Tribal Council. *Election Ordinance, Section 02.01.15 (a) Filing Candidacy Materials.*

October 7 No later than 30 days prior to the election.	The Tribal Council **shall** designate all polling locations if not designated already. See Election Ordinance Section 02.01.25 *Designation of Polling Places.*
October 7 At least 28 days prior to Election Day	Election Supervisor shall confirm the eligibility of each person seeking to become a candidate in consultation with the Tribal Attorney. *Election Ordinance, Section 02.01.17(b) Testing Eligibility of Candidates.*
October 7 At least 28 days prior to Election Day.	Election Supervisor **shall** prepare sample ballots to be available to the public. *Election Ordinance, Section 02.01.27(d) Duties of Election Supervisor*
October 9 At least 30 days prior to Election Day.	The General Manager will post the Election Proclamation in a public place (SKT HQ and local newspaper). GM will ensure the Election Supervisor has the Eligible Voter List. *Election Regulation, Section 4.03 Duty to post Election Proclamation in a public place.*
October 16 No later than 25 days preceding Election Day	Any qualified voter **may** challenge the eligibility of any candidate to hold office by filing with the Election Supervisor a notarized statement written in good faith setting forth the grounds for the challenge. *Election Ordinance, Section 02.01.41 Challenge of Candidates.*
October 21 At the Regular Council meeting immediately prior to Election Day.	• Tribal Council **will** appoint an individual to serve in the role as Tribal Attorney if the position is vacant. • Tribal Council **will** appoint a staff member who will serve as the clerk to the judge. • Tribal Council **will** appoint a person who shall guide any protestors with the process related to the protest. *Election Ordinance, Section 02.01.44 (a, b, c) Duty of the Tribal Council to Appoint Persons to Represent.*
TBD October Sheet'ká Kwáan Naa Kahídi	Public forum for Tribal Council candidates
October 27 At least 14 days prior to the election	The Election Supervisor shall rule on each challenge to a candidate. *Election Regulation, Section 6.01(b) Challenge of Candidates.*
October 28 At least 14 days prior to the election	The Election Supervisor shall print the final ballots. *Election Ordinance, Section 02.01.27(d) Duties of Election Supervisor.*

October 28 At least 14 days prior to the election.	Election Supervisor will provide in-person and remote early voting through the day of the Election. *Election Regulation, Sections 01.05(a) Definitions and 3.02 In-person Voting Procedures.*
November 2 Until 8th day prior to the Election.	Any candidate **may** withdraw from the election as a candidate. *Election Ordinance, Section 02.01.16 Withdrawing Candidacy.*
November 3 At least 7 days prior to the election	Tribal Attorney or other person designated by the General Manager **shall** prepare and post guidelines regarding the process for protesting the election results. *Election Ordinance, Section 02.01.43 Duty to Prepare and Post Guidelines regarding protest process.*
November 10 Any day in November	Tribal Council Election 8:00 am to 8:00 pm. *Election Ordinance Section 02.01.08 (a) Scheduling General Elections.*
November 18	Tribal Council will meet and certify the returns. The certifications shall be made by motion in an open and public meeting, and the results will be set forth in the minutes of the meeting. Upon certification, Tribal staff will issue a written certificate of election to the winning candidates. *Election Ordinance, Section 02.01.38 Tribal Council Certifies Election.*