

## **NE Comanche Tribe Election Process**

This document describes the process as used by the ICS Northeast Tribe for the annual election of officers. The offices to be filled are Tribe Chief, Assistant Chief, Treasurer and Scribe. Traditionally the NE Representative to the ICS Board of Directors has been the Tribe Chief. The process shall be timed to begin no later than three months prior to the designated NE Election Meeting, traditionally held at the August monthly fly-in. All input shall be through the NE Tribe website except where a member does not have internet access. In this case a printed form will be provided.

The steps in the Election process shall be:

- Application for Nomination
- Distribution of Nominee information
- Membership Ballot voting
- Notification of results

Each step in this process is described below.

### Application for Nomination

A request for Nomination applications will be sent to the membership, and a period of one month shall be allowed for responses. Each NE member wishing to run for an office will complete an [NE Officer Application Form](#) as found on the NE website. All current members of the NE Tribe are eligible and encouraged to apply for any Tribe office. Go to [NE Tribe Officer Roles](#) for a description of the officers duties.

Each applicant will provide their identity (name, ICS#, town of residence, aircraft), qualifications, and brief responses to questions about the NE Tribe and ICS in general. Current officers who wish to run for an additional term shall also complete an Application. It is the desire of the question responses to provide a positive message for the Tribe as a way forward.

### Distribution of Nominee information

At the close of the Nominations the responses of all applicants will be placed in a document to be posted on the NE Website by the NE Scribe or his designee. All Nominees shall be treated equally, and listed by desired office then alphabetically. An email containing a link to this Nominations document will be sent to NE the membership, along with a link to the posted [NE Tribe Officer Roles](#) page. A period of at least two but no more than four weeks will be allowed for membership access.

### Membership Ballot voting

A Ballot Form will be created for the NE website containing the names of all Nominees for each Tribe office. Once it is posted a link will be distributed to the membership for voting electronically. The voting period shall be one month. Voting members will provide their name and ICS number, and then indicate the candidates of their choice. Each Ballot is returned to the website to be collated. All Ballots shall be treated as private, and the details of individual votes will not be disclosed.

From time to time the Ballot form may also include survey questions to help guide the Tribe in the coming year. These responses will be made known the membership in the Notification process.

#### Notification of results

With the close of the Ballot period, the results will be tallied and placed in a report for the membership. This report will also include any survey responses for informational purposes. The report will be posted on the NE website and emailed to the NE membership.

A report of the Tribe election results, Tribe Chief, Assistant Chief, Treasurer and Scribe, will be sent to the ICS webmaster for posting/update, to the *Comanche Flyer* for publication, and to the ICS Secretary for acceptance by the ICS Board. The position of Tribe Representative to the ICS Board, traditionally held by the NE Tribe Chief, will become effective by action of the next ICS General Membership Meeting.

In the event of a tie vote there will be a run-off election. Notice will be sent to the Tribe membership, with a redistribution of the candidate position statements, and a specific electronic ballot created. A period of at least two weeks will be allowed for voting.

Should at any time the election process be contested, the process will be temporarily suspended pending resolution of the complaint(s). If a resolution cannot be reached in a timely fashion the entire process will be halted and a new process initiated after appropriate modification.