This document is intended to provide information about NCAI’s virtual elections policies and procedures at the 78th NCAI Annual Convention.

Nothing in this document is intended to have the effect of altering or modifying the policies and procedures of NCAI, which can be found in the NCAI governing documents:


If you have any questions about the contents of this document or the procedures themselves, please contact NCAI at elections@ncai.org.
Voter Eligibility
Voter Eligibility

VIRTUAL VOTING ELIGIBILITY

TRIBAL NATION

PAY TRIBAL NATION DUES + SUBMIT RESOLUTION FOR DELEGATE = TRIBAL NATION VOTE

INDIVIDUAL

PAY DUES + REGISTER FOR CONVENTION = INDIVIDUAL VOTE

For additional information, see the NCAI governing documents:
Voter Eligibility

Follow these steps to check if you are eligible to vote:

• On the Annual Convention App Web Portal:
  1. Once you are in the app on your web browser, click your name in the top right-hand corner
  2. Click "Edit Profile"
  3. Scroll down until you see "Member Type" to check your current member status
  4. If you see Individual Indian Member or Individual Lifetime Member, you are eligible to vote during the elections
  5. If you see anything else or nothing at all, then you are not currently eligible to vote – contact NCAI staff to determine what steps you need to take in order to vote

• On the Annual Convention App:
  1. Once you are in the app, click the menu icon in the top left-hand corner
  2. Click your name at the top
  3. Scroll down until you see "Member Type" to check your current member status
  4. If you see Individual Indian Member or Individual Lifetime Member, you are eligible to vote during the elections
  5. If you see anything else or nothing at all, then you are not currently eligible to vote – contact NCAI staff to determine what steps you need to take in order to vote
Verify you are eligible to vote:

If your profile says “Indiv Indian Member” or “Indiv Indian Life Member”, then you are eligible to vote. If your profile says something different or nothing at all, and you intend to vote, please reach out to NCAI staff.
Voting in Officer Elections
For an overview of the NCAI officer elections process, watch Elections Committee Chair Patrick Anderson’s overview video on the topic:

https://www.youtube.com/watch?v=2HtR9aO9J2A

In addition to the video above, you will also find more information on voting in officer elections on the following pages.
## Officer Elections

<table>
<thead>
<tr>
<th>Nominations &amp; Candidate Speeches:</th>
<th>EASTERN TIME</th>
<th>CENTRAL TIME</th>
<th>MOUNTAIN TIME</th>
<th>PACIFIC TIME</th>
<th>ALASKA TIME</th>
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<tr>
<td></td>
<td>Wednesday 12:35 p.m.</td>
<td>Wednesday 11:35 a.m.</td>
<td>Wednesday 10:35 a.m.</td>
<td>Wednesday 9:35 a.m.</td>
<td>Wednesday 8:35 a.m.</td>
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</tbody>
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<tr>
<th>Voting Begins:</th>
<th>Wednesday 2:30 p.m.</th>
<th>Wednesday 1:30 p.m.</th>
<th>Wednesday 12:30 p.m.</th>
<th>Wednesday 11:30 a.m.</th>
<th>Wednesday 10:30 a.m.</th>
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</thead>
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<tr>
<th>Voting Ends:</th>
<th>Thursday 10:00 a.m.</th>
<th>Thursday 9:00 a.m.</th>
<th>Thursday 8:00 a.m.</th>
<th>Thursday 7:00 a.m.</th>
<th>Thursday 6:00 a.m.</th>
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<tr>
<th>Run-off (if applicable):</th>
<th>Thursday 11:00 a.m. – 12:00 p.m.</th>
<th>Thursday 10:00 a.m. – 11:00 a.m.</th>
<th>Thursday 9:00 a.m. – 10:00 a.m.</th>
<th>Thursday 8:00 a.m. – 9:00 a.m.</th>
<th>Thursday 7:00 a.m. – 8:00 a.m.</th>
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<tr>
<th>Results and Swearing-In:</th>
<th>Thursday 12:25 p.m.</th>
<th>Thursday 11:25 a.m.</th>
<th>Thursday 10:25 a.m.</th>
<th>Thursday 9:25 a.m.</th>
<th>Thursday 8:25 a.m.</th>
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Officer Elections: Casting a Ballot

Virtual Voting for NCAI Officers

Voting will take place between 2:30 p.m. EDT on Wednesday, October 13, 2021 and 10:00 a.m. EDT on Thursday, October 14, 2021.

Ballots will be sent via email.

Ballot will be filled out online.

Review your selections before submitting your ballot.
Accessing your ballot:

1. When voting begins, you will receive an email from invitations@mail.electionbuddy.com.

2. The email title will be “Vote now: National Congress of American Indians – 2021 Officers Election”.

3. The email will state your name if you are an individual voter.

4. The email will state your Tribal Nation name if you are a tribal delegate/alternate casting a weighted vote.

5. The email will have an individualized link – only to be used by you – to access the ballot.
Filling in your ballot:

1. The link sent in your email will send you to the ballot.

2. The top of the ballot will again indicate if it is for use by an individual (i.e. it displays your name) or a tribal delegate/alternate (i.e. it will display your Tribal Nation’s name).

3. Select one option for each officer position. If you do not wish to vote for any of the candidates for a particular position, select “Abstain”.

4. When you have filled out the ballot, click the button indicating you would like to review your selections – **THIS DOES NOT SUBMIT THE BALLOT, YOU MUST COMPLETE ONE MORE STEP!**
Submitting your ballot:

1. After clicking “review your selection”, you will be taken to a page showing your selections.

2. If there are errors in your selections, please click “Edit Ballot” and fix the errors.

3. If your ballot is correct, please submit “Submit Ballot”. This step is necessary to have your votes officially submitted and counted.
Voting in Regional Caucus Elections
<table>
<thead>
<tr>
<th>Regional Caucuses</th>
<th><strong>EASTERN TIME</strong></th>
<th><strong>CENTRAL TIME</strong></th>
<th><strong>MOUNTAIN TIME</strong></th>
<th><strong>PACIFIC TIME</strong></th>
<th><strong>ALASKA TIME</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Meeting:</strong></td>
<td>Monday 5:30 p.m.</td>
<td>Monday 4:30 p.m.</td>
<td>Monday 3:30 p.m.</td>
<td>Monday 2:30 p.m.</td>
<td>Wednesday 8:35 a.m.</td>
</tr>
<tr>
<td><strong>Tuesday, October 11</strong></td>
<td><strong>2nd Meeting:</strong></td>
<td>Tuesday 5:15 p.m.</td>
<td>Tuesday 4:15 p.m.</td>
<td>Tuesday 3:15 p.m.</td>
<td>Wednesday 10:30 a.m.</td>
</tr>
<tr>
<td><strong>Wednesday, October 12</strong></td>
<td><strong>3rd Meeting:</strong></td>
<td>Wednesday 4:15 p.m.</td>
<td>Wednesday 3:15 p.m.</td>
<td>Wednesday 2:15 p.m.</td>
<td>Thursday 6:00 a.m.</td>
</tr>
<tr>
<td><strong>Thursday, October 13</strong></td>
<td><strong>Results and Swearing-In:</strong></td>
<td>Thursday 12:25 p.m.</td>
<td>Thursday 11:25 a.m.</td>
<td>Thursday 10:25 a.m.</td>
<td>Thursday 8:25 a.m.</td>
</tr>
</tbody>
</table>
To participate in regional caucus elections, you must attend the relevant regional caucus meetings (see schedule on previous page).

Regional Caucuses have discretion over many of the procedures governing their elections. To fully understand what procedures will be governing your regional caucus, attend the first regional caucus meeting (Monday, October 11th) where the following questions will be answered:

• What day will your regional caucus hold its elections?
• Who will be voting in your regional caucus elections?
• How will voting be done in your regional caucus elections?
The Regional Caucuses have options on how to answer the three questions mentioned previously:

1. What day will your regional caucus hold its elections?
   - Option #1: Tuesday, October 12th @ 5:15 p.m. EASTERN TIME
   - Option #2: Wednesday, October 13th @ 4:15 p.m. EASTERN TIME

2. Who will be voting in your regional caucus elections?
   - Option #1: One-person-one vote
   - Option #2: One-tribe-one-vote
   - Option #3: One-person-one-vote + tribal weighted votes

3. How will voting be done in your regional caucus elections?
   - Options include: secret ballot, roll call vote, show of hands vote, voice vote, etc.

For more information on Tribal Caucus procedures, please see:

- The Elections Committee’s video about the Tribal Caucus Elections: [https://www.youtube.com/watch?v=2go2zAt5eXE](https://www.youtube.com/watch?v=2go2zAt5eXE)
- The Elections Committee Addendum released on October 8, 2021 (contained in this document or access the online version here: [https://www.ncai.org/NCAI_-_Elections_Information_-_Caucus_-_DRAFT_vFinal.pdf](https://www.ncai.org/NCAI_-_Elections_Information_-_Caucus_-_DRAFT_vFinal.pdf))
Running for an NCAI Leadership Position
Eligibility Requirements

Notes on Eligibility Requirements:

• All candidates are only eligible if their Tribal Nation is also an NCAI member in good standing and has submitted the appropriate supporting documentation for the candidate.

• The official eligibility requirements can be found in the NCAI governing documents, accessible here: https://www.ncai.org/about-ncai/ncai-governance/constitution-bylaws-rules-of-order
Options for Virtual Campaigning

- Each candidate will have five minutes to address the General Assembly.
- Candidate bios will be on the convention app.
- Candidates can interact with voters on the convention app and discuss their candidacy in between sessions.
Share your campaign information on the NCAI Annual Convention app:

1. Candidates wishing to put information about themselves and their campaign can submit that information to NCAI so that it is visible to everyone in one place on the NCAI Annual Convention app.

2. Open the NCAI Annual Convention app (either in a web browser or directly on your device).

3. Go to the “Elections” widget on the app.

4. Click on the “Candidate Information Form”.

5. The “Candidate Election Form” (see right) will open in a new window.

6. Fill out the form and submit it.
Official NCAI Actions Related to Virtual Elections
On August 13, 2021, the NCAI Executive Committee met to discuss the need to convene the Congress at the Annual Convention and hold elections in accordance with the NCAI Constitution. To ensure that the Annual Convention may be held safely, the Executive Committee exercised its authority to amend the Bylaws to allow the Administrative Board to make reasonable modifications to credentialing requirements, quorum requirements, voting requirements, voting procedures, and elections as necessary to carry out business in a virtual environment. President Sharp’s letter, which includes the text of the amendment, follows this page, but is also accessible online here: https://www.ncai.org/Bylaw_Amendment_Change_Notice_.pdf
August 19, 2021

Dear NCAI Membership and Partners:

I am writing to update you on the status of the National Congress of American Indians (NCAI) upcoming 78th Annual Convention & Marketplace, scheduled to be held October 11-14, 2021 in Sacramento, California. After much consideration by NCAI’s Administrative Board and Executive Committee, we have decided the most prudent path forward is to conduct this conference in a fully virtual environment. While we are disappointed that we are unable to visit with our relatives in California during this time, our priority is the health and wellness of Indian Country.

In order to hold the Annual Convention and elections safely and in accordance with the NCAI Constitution, on Friday, August 13, 2021, the Executive Committee exercised its authority pursuant to Article IV, Section B of the NCAI Constitution and voted to amend the By-Laws to allow for safe meetings to occur virtually when necessary and to continue our long-standing practice of voting for new leadership every two years. The text of the amendment passed by the Executive Committee is enclosed with this letter and the electronic version of NCAI’s By-Laws have been updated on our website.

The 2021 Annual Convention will consist of a robust agenda, allowing for plenty of time for tribal leaders to discuss and identify important policy priorities to be advanced. Additionally, steps are being taken to ensure elections can take place safely and securely. More information about the secure voting process will be provided to membership in the forthcoming weeks.

On behalf of the Executive Committee, thank you for your support and understanding of this decision. Please reach out to our Events team at events@ncai.org for any questions about this announcement and we are happy to assist.

During these continually challenging times, I pray your families and communities are safe and healthy.

Siokwil,

Fawn Sharp
President
National Congress of American Indians
Addendum – By-Law Amendment
Approved by Executive Committee on August 13, 2021

The amendment to the By-Laws modified Article V, Section F to include the new language appearing italicized in red:

SECTION F
Teleconference Meeting/Voting by Mail or Electronic Delivery
Regular or Special meetings of the Executive Committee may be held by teleconference provided all members (or an official representative of his/her tribe or tribal organization) have been duly notified of such meeting at least 48 hours before such meeting.

Members may be asked from time to time to vote on key issues without a meeting. Such voting is allowed provided all members are served with the same ballot and information about the subject voted upon either by mail or electronic deliver. Elections may not be conducted by mail or electronic delivery unless a virtual meeting is called pursuant to Article V, Section A, Subsection 3 of the NCAI By-Laws.

The amendment also added new language at the end of Article V, Section A, which appears italicized in red:

SECTION A
Official Meetings
The official meetings of NCAI shall be the Annual Convention, the Mid-Year Conference, and the winter session of the Executive Council and the duly called meetings of the Executive Committee. The Mid-Year Conference shall be at the option of the Executive Committee.

1. The Executive Council shall hold an Annual Convention meeting within the first quarter of each year in Washington, D.C. It shall also meet on such other occasions as shall be determined necessary by majority vote of the Executive Council, or, in case of emergency, at the call of the President or a majority of the Executive Board.
2. Executive Committee meetings shall be at the “call of the Chair.”
3. Virtual Meetings.

**Determination of need for Virtual Meeting.** If a 2/3 majority of the NCAI Executive Committee determines that circumstances prevent the ability of the Annual Convention, Mid-Year Conference, or Executive Council Winter Session to safely take place in person, then a virtual meeting may be utilized to carry out NCAI business otherwise conducted at an in-person meeting.

**Notice of Virtual Meeting Determination.** Notice of the need for a virtual meeting shall be provided to Members and posted on the NCAI website, or made public via a similar public notification system, at least 30 days prior to the
meeting, or in the event the decision is made less than 30 days, as soon as practicable after the decision to hold a virtual meeting is made.

**Modifications for Virtual Meeting.** When a virtual meeting is utilized, reasonable modifications may be enacted to carry out NCAI business, including modifications to the credentialing requirements, quorum requirements, voting requirements, voting procedures, and elections. Modifications must be approved by the Administrative Board prior to taking effect.

**Notice of Modification.** Notice of any modifications made pursuant to this paragraph must be provided to Members as soon as practicable after the decision to make modifications to normal practices is made.
On September 10, 2021, the NCAI Administrative Board met to discuss the need to convene the Congress at the 78th Annual Convention and hold elections in accordance with the NCAI Constitution. To ensure that elections may be held fairly, safely, and securely, the Administrative Board exercised its authority to approve reasonable modifications to credentialing requirements, quorum requirements, voting requirements, voting procedures, and elections as necessary to carry out business in a virtual environment. President Sharp’s letter detailing the changes follows, but is also accessible online here: https://www.ncai.org/Letter_78thAnnualAdministrativeBoardApprovals.pdf
September 14, 2021

Dear NCAI Membership and Partners:

I am writing you on behalf of the Administrative Board to provide an important update on the elections that will be taking place at the National Congress of American Indians’ (NCAI) upcoming 78th Annual Convention & Marketplace, to be held virtually on October 7-14, 2021.

As you may be aware, NCAI’s Executive Committee met on Friday, August 13, 2021, and exercised its authority pursuant to Article IV, Section B of the NCAI Constitution in order to amend the By-Laws to allow for safe meetings to occur virtually when necessary and to continue our long-standing practice of voting for new leadership every two years. The amendment can be found in the electronic version of NCAI’s By-Laws on the website and includes the requirement that:

“When a virtual meeting is utilized, reasonable modifications may be enacted to carry out NCAI business, including modifications to the credentialing requirements, quorum requirements, voting requirements, voting procedures, and elections. Modifications must be approved by the Administrative Board prior to taking effect.”

In compliance with this requirement, the Administrative Board has approved the following changes (a detailed list of the specific provisions altered is enclosed with this letter):

1. To accommodate virtual voting, the timing of elections has been altered so that voting will start at approximately 2:30 p.m. EDT on Wednesday, October 13, 2021 and will end at 10:00 a.m. EDT on Thursday, October 14, 2021.

2. To respond to the reality of virtual voting, all provisions referencing physical objects (e.g. ballot boxes, registration tables, paper lists, etc.) are temporarily suspended in favor of the use of virtual counterparts.

3. To adapt our procedures to conform with the independent election company that will carry out and monitor the elections, the development of specific step-by-step instructions on how to access the ballot and cast a vote will be developed and widely circulate

On behalf of the Administrative Board, thank you for your support and understanding of this decision. We are looking forward to continuing NCAI’s tradition of fair, safe, and secure elections with these new processes. Please reach out to our Events team at events@ncai.org for any questions about this announcement and we are happy to assist.

Siokwil,

Fawn Sharp
President

National Congress of American Indians
ADDENDUM
List of Virtual Meeting Modifications
Approved by Administrative Board on September 10, 2021

Modifications to Timing Rules

- Temporary modification of *Standing Rules of Order, Sec. V, Subsection B*, which states “The voting process shall take place from 8:00am to 10:00am on Thursday of an election year”, so that allows for virtual voting to take place from 2:30 p.m. EDT on Wednesday, October 13, 2021, through 10:00 a.m. EDT on Thursday, October 14, 2021.

Modifications to Physical Voting Elements:

- Temporary suspension of *Standing Rules of Order, Section V, Subsection B, Para. 3*, which states “Ballot boxes will be placed in an area that can be clearly viewed by the Elections Committee members, other election officials and the nominees.”

- Temporary suspension of *Standing Rules of Order, Section V, Subsection B, Para. 3*, which states “The ballot box or boxes will be inspected by the Elections Committee Chair prior to the balloting to assure that each box is empty and secure.”

- Temporary suspension of *Standing Rules of Order, Section V, Subsection B, Para. 1*, which states “Tribal delegates will pick up one of the official ballots at the registration tables.”

- Temporary suspension of *Standing Rules of Order, Section V, Subsection B, Para. 1*, which states “Each of the registration tables will have a list of tribal delegates, the correct number of ballots with appropriate number of tribal votes, and a sign in sheet for tribal delegates.”

- Temporary suspension of *Standing Rules of Order, Section V, Subsection B, Para. 2*, which states “Elections Committee volunteers will be selected by each Regional Vice President and will check the delegate against the official delegate list and monitor the signature while the other hands out the ballots.”

- Temporary suspension of *Standing Rules of Order, Section V, Subsection C, Para. 1*, “Registration tables shall be set up and Elections Committee members in good standing shall be appointed to distribute ballots to members whose name appears on the list assigned to that table.”

- Temporary suspension of *Standing Rules of Order, Section V, Subsection C, Para 1*, “The list of all Indian individual members shall be divided equitably between the tables.”

- Temporary suspension of *Standing Rules of Order, Section V, Subsection B*, which states “The balloting will take place in a separate room while General Assembly continues.”

- Temporary suspension of *Standing Rules of Order, Section IV*, the portion that states, “Only individuals wearing official convention badges with ribbons designating them as tribal delegates will be recognized as eligible to vote.”
Modifications to Voting Procedures

- Approval to create voting procedures that align with the election company and software used for virtual voting. Approval for these procedures to be reviewed by the Elections Committee Chair and sent out to membership in the NCAI Elections Memo. Specifically, the procedures will indicate:
  - how an individual will access their individualized ballot;
  - how an individual fills out their ballot; and
  - how an individual submits the ballot.
Additional Resources
Guidance for this year’s elections procedures has been issued by NCAI’s Elections Committee. The following pages contain:

1. The Elections Committee Memorandum released on September 17, 2021, detailing critical information about the virtual voting process, including: who is eligible to vote; when voting will take place; how voting will take place virtually; who is eligible to run for elected positions; and how campaigning will function during the Convention. (Access the online version here: https://ncai.org/NCAI_Virtual_Elections_Information.pdf)

2. The Elections Committee Addendum released on October 8, 2021, laying out how Regional Caucus voting procedures will play out in a virtual setting. (Access the online version here: https://www.ncai.org/NCAI_-_Elections_Information_-_Caucus_-_DRAFT_vFinal.pdf)
National Congress of American Indians
2021 Elections Procedures

To: Membership of the National Congress of American Indians
From: NCAI Elections Committee Chair
Re: Election Procedures for NCAI 78th Annual Convention
Date: September 17, 2021

Critical Information:
- For the first time in NCAI history, the 2021 elections will be held virtually. Voting will be cast by electronic ballot accessed through a secure individual link sent to your email.
- The following schedule and deadlines related to voting will take place:
  - **Wednesday, October 13, 2021**
    - 12:45 p.m. EDT: Nominations for the four Administrative Board positions will take place at General Assembly. Nominees must be present to accept the nomination.
    - 12:45 p.m. – 2:30 p.m. EDT: After nominations conclude, candidates will be given five minutes to speak in front of the General Assembly. Nominees must speak in person.
    - 2:00 p.m. EDT: Individual Members, Tribal Delegates, and Alternate Delegates must be registered and credentialed by this time in order to vote in NCAI elections.
    - 2:30 p.m. EDT: Voting for the Administrative Board positions will begin at this time or as soon as all candidate speeches have concluded; whichever occurs later.
  - **Thursday, October 14, 2021**
    - 10:00 a.m. EDT: Voting for the Administrative Board positions will conclude at this time. The results will be announced as appropriate.
    - 11:00 a.m. EDT: If one or more runoff elections for the Administrative Board are necessary, voting for the runoff election will begin at this time.
    - 12:00 p.m. EDT: Voting for any Administrative Board runoff elections will conclude at this time.

Introduction:
This is an election year for the National Congress of American Indians (NCAI), and for the first time in NCAI’s history, elections will be held virtually. Voting for the Administrative Board will begin on Wednesday, October 13, 2021 at approximately 2:30 p.m. EDT (after all candidate speeches have concluded) and will end on Thursday, October 14, 2021 at 10:00 a.m. EDT. If one or more run-off elections are necessary, voting for such elections will commence on Thursday, October 13, 2021 at 11:00 a.m. EDT and will close one hour later at 12:00 p.m. EDT.

Elections will be held for all members of the Executive Committee, which includes the four Administrative Board positions (President, First Vice President, Recording Secretary, and Treasurer) as well as Regional Vice Presidents and Regional Vice President Alternate positions. The Administrative Board positions will be elected by the membership at-large while the Regional
Vice Presidents and Regional Vice President Alternates will be elected by their respective regional caucuses.

**Registration and Membership:**
In order to vote in the election, both tribal delegates and Indian individual members must be members in good standing and registered at the conference—Tribal Nations and individuals that have paid their membership dues are still required to register for the conference in order to vote. **In order to vote in NCAI elections, an Individual Members, Tribal Delegates, and Alternate Delegates must be registered and credentialed by Wednesday, October 13, 2021 at 2:00 p.m. EDT.**

Additionally, in order for tribal delegates or alternate delegates to cast votes on behalf of their Tribal Nations, the delegate or alternate delegate must have a current resolution from their tribal council stating they are authorized to utilize the Tribal Nation’s weighted vote. A sample tribal resolution may be found here. For the 78th Annual Convention, NCAI has instituted a change for its 2021 Annual Convention whereby the payment of a Tribal Nation membership in full will result in free registration and individual membership for the Tribal Nation’s one delegate or alternate delegate chosen to carry the Tribal Nation’s weighted vote. NCAI encourages participants to register early for the Annual Convention by clicking here.

Individuals who are eligible to vote can verify the status of their membership in their bio on the Annual Convention app, and can reach out to NCAI staff with any questions about their eligibility to vote.

**Administrative Board Eligibility and Nominations:**
Individuals wishing to run for the Administrative Board (President, First Vice President, Recording Secretary, and Treasurer) must be:
1. a member of NCAI in good standing;
2. a Tribal Delegate or Alternate Delegate for their Tribal Nation;
3. a tribal official who has been elected or appointed to represent their Tribal Nation; and
4. supported by a resolution from their Tribal Nation stating the same.
Additionally, if the individual has held an officer position continuously for the four years leading up to the current election, then that individual is not eligible to run for the position they currently hold, but may run for a different position.

**Nominations for the four Administrative Board positions will take place at General Assembly on Wednesday, October 13, 2021 at approximately 12:45 p.m. EDT and nominees must be present to accept the nomination.** Nominations must be made by an individual member in good standing, and the nominee must be present to accept the nomination. The individual making the motion to nominate may provide up to a two-minute speech about the nominee. No second motion nor second speech is permitted. After nominations have been completed, the candidates will each be given five minutes to address the General Assembly.

**Administrative Board Voting Procedures:**
Voting will take place virtually on Wednesday, October 13, 2021 beginning at approximately 2:30 p.m. EDT via an online ballot system hosted by a third party, and will end on Thursday, October 14, 2021 at 10:00 a.m. EDT. The steps for voting are as follows:

1. **Receiving the Ballot.** Each voter will be notified via email that voting is open and will use their one-time unique link to cast their ballot on their computer, tablet or phone.

2. **Tribal Delegates/Alternates.** If the voter is the one delegate or alternate chosen to carry the Tribal Nation’s weighted vote, that individual will receive two emails—one for their Individual Indian Member vote and one for their Tribal Nation’s weighted vote. Each email will clearly indicate which vote it represents.

3. **Filling Out the Ballot.** To vote on the ballot, click on the desired candidate to indicate that the vote/weighted vote is going to that candidate. Click submit when your ballot has been completely filled out.

4. **Confirmation of Vote.** Each voter will receive a confirmation email that their vote was registered.

5. **Runoff (if needed).** In the event of a runoff, voters will be notified of the need for the runoff election via email and via the NCAI Annual Convention app between 10:00 a.m. – 11:00 a.m. EDT on Thursday, October 14. Runoff voting will take place between 11:00 a.m. – 12:00 p.m. EDT on Thursday, October 14 utilizing the same process as the initial election.

6. **Announcing Election Results.** Elections results will be announced on Thursday, October 14, 2021 at approximately 12:00 p.m. EDT during the General Assembly.

**Regional Vice President and Alternate Eligibility:**
Individuals wishing to run for the Regional Vice President or Alternate positions must be:

1. a member of NCAI in good standing;
2. a Tribal Delegate or Alternate Delegate for their Tribal Nation; and
3. a tribal official who has been elected or appointed to represent their Tribal Nation.

Additionally, if the individual has held a board position continuously for the four years leading up to the current election, then that individual is not eligible to run for the position they currently hold, but may run for a different position.

**Regional Caucus Voting Procedures:**
Each regional caucus may determine whether its election procedure is to conduct votes using a “one-person-one-vote” standard or by using the “one-tribe-one-vote” standard for elections of Regional Vice Presidents and Alternates. Election procedures should be announced in caucus on the day before the election, and may respect agreements among the different areas of the region.

Elections

If consensus cannot be reached on election procedures, the Elections Committee will assist in the election and the procedure will follow the regular weighted voting system where each Indian individual member is entitled to one vote and each member tribe is entitled to 100 to 180 votes, depending upon the enrollment of the tribe, following the rules of the NCAI By-Laws.

**Campaigning Rules for All Candidates:**
Candidates for office will have the following methods of communication and interaction available to them to campaign for their election:
1. **Administrative Board Candidate Speeches:** On Wednesday, October 12, 2021 at approximately 12:45 p.m., the nominations process for the NCAI Administrative Board will begin. As in years past, once the nomination process for a particular office has concluded, the nominees will immediately be given five minutes to address the General Assembly about their candidacy.

2. **Regional Vice President and Alternate Vice President Candidate Speeches:** Each NCAI Regional Caucus will make its own determination regarding Regional Vice President and Regional Vice President Alternate candidate speeches, which may take place during Regional Caucus times.

3. **Candidate Bios on the Annual Convention App:** Candidates will have the ability to fill out their bio on the NCAI Annual Convention app and include relevant information about themselves, their candidacy, and any campaign/informational events or websites they want NCAI participants to view. Candidate bios will be available for others to view in the NCAI Annual Convention app and can be used by potential voters to inform themselves about the candidates. Candidates do not need to wait until the nomination process is complete to update their bio with their campaign materials on the NCAI Annual Convention app.

4. **Interact with Voters on the App:** All individuals who are eligible to vote will have a line of text in their NCAI Annual Convention app profile indicating they are an eligible voter. With this information, candidates may contact potential voters with information and/or make them aware of any upcoming campaign events.

5. **Discussion between NCAI Sessions:** Discussing a specific candidate or a candidate’s platform verbally during live sessions or in the chat during live sessions is not permitted. However, in between sessions, information may be respectfully conveyed in the chat or via verbal discussion among attendees.

**NCAI Constitution, Bylaws and Standing Rules:**
The complete rules for the election process and the roles and responsibilities for the NCAI Executive Committee are found in the NCAI Constitution, Bylaws and Standing Rules, which are available on the NCAI [website](#).

If you have further questions, contact the Elections Committee Chair, Patrick Anderson at [panderson@ruralcap.org](mailto:panderson@ruralcap.org). Thank you on behalf of the Elections Committee.
National Congress of American Indians
2021 Elections Procedures

To: Membership of the National Congress of American Indians
From: NCAI Elections Committee Chair
Re: Caucus Elections – Addendum to 78th Annual Election Procedures
Date: October 8, 2021

Regional Caucus Voting Procedures:
As has been true at all NCAI regional caucus elections, each regional caucus may determine whether its election procedure is to conduct votes using a “one-person-one-vote” standard or by using the “one-tribe-one-vote” standard for elections of Regional Vice Presidents and Alternates. Election procedures should be announced in caucus on the day before the election, and may respect agreements among the different areas of the region. If consensus cannot be reached on election procedures, the Elections Committee will assist in the election and the procedure will follow the regular weighted voting system where each Indian individual member is entitled to one vote and each member tribe is entitled to 100 to 180 votes, depending upon the enrollment of the tribe, following the rules of the NCAI By-Laws.

Additionally, due to elections being held virtually this year, there are some decisions that must be made by regional caucuses during their first meeting on Monday, October 11, 2021 and reported to NCAI staff to ensure elections can be done fairly and transparently:

1. **What day will the caucus hold its elections?** While most caucuses will choose to hold elections on Tuesday, October 12, 2021 at 5:15 p.m. EDT, but there is also the option of holding the vote during the optional caucus meeting scheduled for Wednesday, October 13, 2021 at 4:15 p.m. EDT.

2. **If the caucus is allowing Tribal Nations to vote (and not just individuals), will the caucus utilize weighted voting for Tribal Nation votes?** This is a standard decision the caucus must make during each election cycle, and the virtual setting is no exception.

3. **Will the caucus require the use of a secret ballot?** The caucus may choose the method of voting, but if the caucus desires the use of a secret ballot, then there is additional work NCAI needs to do to prepare for that to happen.
   a. **If a secret ballot is required, and the caucus wishes to select an individual to assist with the counting/monitoring process, please identify that individual and provide NCAI staff with their name/email address**
      If the caucus does not identify an individual to fulfill this role, then an NCAI staffer will fulfill this role.
   b. **If a secret ballot is required, a link to it will be provided in the Zoom chat and emailed to those who cannot access the chat during the caucus meeting where voting is taking place.**
   c. **If a secret ballot is required, the following tabulation process will be utilized:**
      i. Two individuals—either two NCAI staff or one NCAI staffer and one individual selected by the caucus—will be provided a link to where the results will populate as votes come in.
      ii. These two individuals will be charged with independently counting the votes, taking into account weighted voting, as necessary.
iii. These two individuals will *independently* direct message the current Regional Vice President or Caucus Meeting Chair the results.

iv. The Regional Vice President/Caucus Meeting Chair will ensure that the two counts are identical. If they are not, the Regional Vice President/Caucus Meeting Chair will request a recount to ensure the counts are identical.

v. The Regional Vice President/Caucus Meeting Chair will announce the results.

4. **IMPORTANT:** Individuals must be present in the caucus meeting in order to vote, and anyone attempting to vote in more than one caucus will be subject to consequences as determined by the Elections Committee.

If you have further questions, contact the Elections Committee Chair, Patrick Anderson at [patrickmanderson907@gmail.com](mailto:patrickmanderson907@gmail.com). Thank you on behalf of the Elections Committee.
If you have unanswered questions, please reach out to:

- Elections Committee Chair: Patrick Anderson (patrickmanderson907@gmail.com)
- National Congress of American Indians (elections@ncai.org)

NCAI Annual Convention Website
- https://www.ncai.org/events/2021/10/07/78th-annual-convention

NCAI governing documents: