

PETITION FOR CANDIDACY AND INSTRUCTIONS FOR PERSONS SEEKING A TRIBAL COUNCIL OFFICER SEAT

Please use this packet if you want to become a candidate for a Tribal Council Officer seat (Chairman, Vice-Chairman, Secretary/Treasurer). This packet includes the Petition for Candidacy for Tribal Council Officers and instructions on how to establish each of the eligibility requirements for Tribal Council Officers. You can find the relevant eligibility requirements under Article V of the Constitution for the Chitimacha Tribe of Louisiana and under Chapter 4, §§ 401-406 of Title X, Election Code.

To become a candidate, you will need to fill out the attached Petition for Candidacy for Tribal Council Officers. In addition, you will need to submit along with your Petition (1) the attached “Form and Instructions for Identification of Actual Physical Residence,” (2) the attached “Background Check Authorization Form,” and (3) evidence establishing that you satisfy each of the eligibility requirements for a Tribal Council Officer seat. The attached instructions offer guidance on what type of documents and evidence will help satisfy those requirements.

Under the Constitution, as amended June 6, 2019, to become a candidate for a Tribal Council Officer Seat, you must satisfy the following eligibility requirements:

- A candidate must be at least twenty-five (25) years old;
- A candidate must have been a resident of the Chitimacha Reservation for at least twelve (12) consecutive months before filing for candidacy;
- A candidate must possess a high school diploma or its equivalency;
- A candidate must not have charges pending for any felony or crime of theft or fraud in any tribal, state, or federal court;
- A candidate must not possess a conviction for any felony or crime of theft or fraud in any tribal, state, or federal court within the ten (10) years; and
- A candidate must have, within the year preceding the election, done at least one of the following:
 - worked with or for the Tribal Government (including an enterprise wholly owned by the Chitimacha Tribe);
 - served on a Board or Committee that directly interacts with the Chitimacha Tribal Council; or
 - attended at least six (6) Chitimacha Tribal Council meetings.

PETITION FOR CANDIDACY FOR TRIBAL COUNCIL OFFICERS

PLEASE PRINT

Date of Petition: _____

Office Being Sought: _____

Full Name: _____
Last First M.I.

Date of Birth: _____

Home Phone: _(____)_____ Alternate Phone: _(____)_____

E-mail: _____

Current Mailing Address:

Street Address Apartment/Unit #

City State Zip Code

Do you currently reside within the Chitimacha Reservation? Yes: ___ No: ___

How long have resided within the Chitimacha Reservation?: _____ Years _____ Months

Do you own more than one home? Yes: ___ No: ___

Please attach the required supporting evidence for this eligibility criteria.

See attached Form and Instructions for Identification of Actual Physical Residence

I am currently an enrolled member of the Chitimacha Tribe of Louisiana: Yes: ___ No: ___

Date of Enrollment: _____

Please attach the required supporting evidence for this eligibility criteria.

See attached Instructions for Establishing Tribal Membership

Do you possess a High School Diploma or a General Education Diploma (GED)?

Yes: ___ No: ___

Please attach the required supporting evidence for this eligibility criteria.

See attached Instructions for Establishing Possession of High School Diploma

Do you have charges pending for any felony or crime of theft or fraud in any tribal, state, or federal jurisdiction? Yes: ___ No: ___

Have you been convicted of any felony or crime of theft or fraud in any tribal, state, or federal jurisdiction within the past ten (10) years? Yes: ___ No: ___

Please submit the Background Check Authorization Form.

See attached Instructions for Establishing No Pending Charges or Prior Convictions for Certain Crimes

Please mark the criteria below for which you will submit evidence. You only need to mark one (but may choose to rely on more than one). Within the past twelve (12) months, I have:

- Served on the Chitimacha Tribal Council;
- Been a full or part-time employee for a department of the Chitimacha Tribal Government;
- Been a full or part-time employee for an enterprise that is wholly owned by the Chitimacha Tribe of Louisiana (e.g., Cypress Bayou Casino Hotel, Raintree Market, Trading Post, KETA and its subsidiaries, and Sitimaxa);
- Served on a Board or Committee that works directly with the Chitimacha Tribal Council (identified on the “Eligible Board and Committee List”); or
- Attended at least six (6) Chitimacha Tribal Council meetings.

Please attach the required supporting evidence for this eligibility criteria.

See attached Instructions for Establishing Involvement with Tribal Government (including the “Eligible Board and Committee List”)

By signing this Petition for Candidacy, I certify, attest, and affirm that all of the above information provided by me in order to apply and register for Tribal Election Candidacy in the Chitimacha Tribe of Louisiana, Chitimacha Tribal Elections, including all evidence I submit in support of this Petition, is true, complete and correct. I understand that the Chitimacha Tribal Election Board may in its discretion obtain the necessary proof and documentation to verify this information and any other evidence I submit to support this form. I also understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause for the Election Bard to reject this Petition or deny or revoke my certification as a candidate.

CANDIDATE'S SIGNATURE: _____

**For Election Board Use Only
Do Not Write Below**

VERIFICATIONS

Date of Final Submission: _____

Received by: _____ Board Member Signature: _____

Registration Fee: \$25.00 Paid on: _____

Registered Voter: Yes: ___ No: ___

Age (25+): _____

Residency Requirement Satisfied: Yes: ___ No: ___

Tribal Membership Requirement Satisfied: Yes: ___ No: ___

High School Diploma Requirement Satisfied: Yes: ___ No: ___

No Pending Charges for Certain Crimes Requirement Satisfied: Yes: ___ No: ___

No Convictions for Certain Crimes Requirement Satisfied: Yes: ___ No: ___

Involvement in Tribal Government Requirement Satisfied: Yes: ___ No: ___

ELECTION BOARD CHAIRPERSON

ELECTION BOARD SECRETARY

ELECTION BOARD MEMBER

ELECTION BOARD MEMBER

**FORM AND INSTRUCTIONS FOR IDENTIFICATION
OF ACTUAL PHYSICAL RESIDENCE**

Please complete this form and submit it along with your Petition for Candidacy. All applicants for an Officer position must provide proof to the Election Board verifying their actual place(s) of residence on the Chitimacha Reservation for 12 consecutive months preceding the date of applicant's Petition for Candidacy in accordance with Section 402 of the Tribal Election Ordinance.

All Physical Adresse(s): Please identify all of your actual places of residence for the 12 consecutive months preceding the date of your Petition for Candidacy. Separately identify for each address whether or not that location is on the Chitimacha Reservation and the dates you lived at each address. For each address you indicate is located "on-Reservation", please provide proof of your actual physical residence at that location in accordance with Section 402.

- A. Is the current physical address listed on the first page of your Petition for Candidacy the same address where you have lived for the twelve (12) consecutive months preceding the date of this filing? Yes: ___ No: ___
- B. Is that address on the Chitimacha Reservation? Yes: ___ No: ___
- C. If the answer to Question A or B is "No", please identify using the attached pages each address where you have lived on the Chitimacha Reservation during the twelve (12) consecutive month period preceding the date of this filing.

List all addresses where you have lived during the last twelve (12) consecutive months:

PRIOR PHYSICAL ADDRESS:

Street Address

Apartment/Unit #

City

State

ZIP Code

Located On-Reservation: Yes: ___ No: ___

Dates resided here:

From: _____ To: _____

PRIOR PHYSICAL ADDRESS:

Street Address

Apartment/Unit #

City

State

ZIP Code

Located On-Reservation: Yes: ___ No: ___

Dates resided here:

From: _____ To: _____

PRIOR PHYSICAL ADDRESS:

Street Address

Apartment/Unit #

City

State

ZIP Code

Located On-Reservation: Yes: ___ No: ___

Dates resided here:

From: _____ To: _____

PRIOR PHYSICAL ADDRESS:

Street Address		Apartment/Unit #
City	State	ZIP Code
Located On-Reservation: Yes: ___ No: ___	Dates resided here: From: _____ To: _____	

PRIOR PHYSICAL ADDRESS:

Street Address		Apartment/Unit #
City	State	ZIP Code
Located On-Reservation: Yes: ___ No: ___	Dates resided here: From: _____ To: _____	

PRIOR PHYSICAL ADDRESS:

Street Address		Apartment/Unit #
City	State	ZIP Code
Located On-Reservation: Yes: ___ No: ___	Dates resided here: From: _____ To: _____	

INSTRUCTIONS FOR ESTABLISHING TRIBAL MEMBERSHIP

To become a candidate for any seat on Tribal Council, you must provide proof to the Election Board that you have been an enrolled member of the Chitimacha Tribe of Louisiana for at least three (3) consecutive years prior to the date that you submit your Petition for Candidacy. Section 403 of the Election Ordinance provides that you can only submit a document issued by the Chitimacha Tribal Enrollment Office verifying that you are an enrolled member and your enrollment date (e.g., a Certificate of Degree of Indian Blood).

Accordingly, you must request a Certificate of Degree of Indian Blood from the Chitimacha Enrollment Office and then submit that Certificate to the Election Board. Attached is a form you can (but are not required to) use to request a Certificate of Degree of Indian Blood from the Chitimacha Tribal Enrollment Office.

**REQUEST FOR
CERTIFICATE OF DEGREE OF INDIAN BLOOD**

I, _____ (print), respectfully request that the Chitimacha Tribal Enrollment Office prepare and issue a Certificate of Degree of Indian Blood to verify that I am an enrolled member of the Chitimacha Tribe of Louisiana and my enrollment date. Please contact me when my Certificate of Degree of Indian Blood has been issued.

My Date of Birth: _____

My preference is that you contact me by (circle one) when you have issued my CDIB:
phone / email / U.S. mail / no preference.

Phone Number: _()_____

Email Address: _____

Home Address:

Street Address	Apartment/Unit #	
City	State	Zip Code

Signature: _____

Date: _____

INSTRUCTIONS FOR ESTABLISHING POSSESSION OF A HIGH SCHOOL DIPLOMA

To become a candidate for any seat on Tribal Council, you must provide proof to the Election Board that you possess a high school diploma or its equivalency. Section 404 of the Election Ordinance states that the “equivalency” of a high school diploma means a General Education Diploma (GED).

You can choose what type of documentation to submit to the Election Board to prove this eligibility requirement. The types of documentation that you could submit include:

- a certified copy of your high school diploma;
- a certified copy of your GED;
- documentation certifying that you completed a General Education Program that resulted in the receipt of a GED; or
- documentation showing completion of or current enrollment in a postsecondary educational program that required possession of a high school diploma or GED for admission.

INSTRUCTIONS FOR ESTABLISHING NO PENDING CHARGES OR PRIOR CONVICTIONS FOR CERTAIN CRIMES

To become a candidate for any seat on Tribal Council, you must prove that you have no charges pending for a felony or a crime of theft or fraud in any tribal, state, or federal jurisdiction. In other words, at the time that you file your Petition for Candidacy, you cannot be facing an active criminal complaint in any jurisdiction alleging that you committed either a felony or a crime of theft or fraud.

In addition, you must prove that you have not been convicted of a felony or a crime of theft or fraud within the past ten years. If you were convicted of a felony or a crime of theft or fraud more than ten years ago, then you may satisfy this eligibility requirement.

Under Section 405 of the Election Ordinance, there are only two documents that the Election Board must have on hand to confirm that you meet these eligibility requirements. The first is an affidavit that certifies that you meet each requirement. The Petition for Candidacy serves this purpose.

The second document is a criminal background check authorized by the Election Board. To secure this document, you must give the Election Board express permission to conduct a background check. Please fill out and submit to the Election Board the attached “Background Check Authorization Form” at the time you submit your Petition for Candidacy.

BACKGROUND CHECK AUTHORIZATION FORM

Last Name First Name Middle Initial Aliases

Race: _____ Sex: Male Female

Social Security Number Driver's License/I.D. # Date of Birth

U.S. Citizen: Yes No Permanent Alien Status (if applicable): _____

Applicant's Signature Date

Authorization to Disclose Criminal History Records Information

By my signature above, I hereby authorize the Chitimacha Tribal Police Department or an authorized agent of the Chitimacha Tribe of Louisiana to conduct a comprehensive background investigation on my criminal history, including a search of the criminal record information maintained in the Louisiana Computerized Criminal History files, and to release the results of that investigation to the Chitimacha Tribal Election Board for the purpose of determining whether I am eligible to seek office on the Chitimacha Tribal Council under Article V, §2. D. – E. of the Constitution of the Chitimacha Tribe.

INSTRUCTIONS FOR ESTABLISHING INVOLVEMENT WITH TRIBAL GOVERNMENT

To become a candidate for any seat on Tribal Council, you must establish that within the last year you have done at least one of the following: (1) worked with or for Tribal Government; (2) served on a Board or Committee that directly interacts with Tribal Council; or (3) attended at least six (6) Tribal Council meetings. Const., Art. V, § 2. F. You only need to satisfy one of the three criteria identified above—not all three. Section 406 of the Election Code further clarifies what types of conduct and evidence will satisfy one of these eligibility requirements.

1. Worked with or for Tribal Government.

To satisfy this criteria, you must demonstrate that within the past year you either: (a) served on Tribal Council; (b) were employed full or part-time by an agency or department of the Chitimacha Tribal Government; or (c) were employed full or part-time by an economic enterprise that is wholly owned by the Chitimacha Tribe (*e.g.*, Cypress Bayou Casino Hotel, KETA Group, Sitimaxa, Trading Post, LLC, Raintree Market). You will need to secure and submit documentation that proves this criteria in accordance with Section 406(b)(2) of the Election Code. That documentation may include: a record of your employment history issued and certified by the Chitimacha Human Resources Department (or, in the case of an enterprise, the relevant human resources official); paystubs; or an affidavit from an existing or former supervisor verifying where you worked and when you worked there. If your employer has a process for requesting employment history, you should follow that process. Otherwise, attached is a form you may (but are not required to) use to request your employment history from a human resources representative.

2. Service on a Board or Committee that Directly Interacts with Council.

To satisfy this criteria, you must establish that within the past year you served on one of the boards or committees identified on the “Eligible Board and Committee List” by the Election Board. A copy of that List is attached to this packet. You will need to secure and submit documentation that proves this criteria in accordance with Section 406(c)(3) of the Election Code. That documentation may include: a Tribal Council resolution approving your service on the board or committee; certified minutes from a meeting of the board or committee; or a notarized affidavit of the board’s chair or other designated presiding officer certifying when you served that board or committee.

3. Attendance at Tribal Council Meetings.

To satisfy this criteria, you can only rely on one form of documentation. Ti. X, § 406(d)(2). You must secure and submit documentation issued by the Senior Executive Assistant to the Tribal Council Chairman—or from another Tribal official designated as custodian of the Tribal Council meeting attendance records—certifying that you attended at least six (6) Tribal Council meetings within the preceding year and indicating the dates of those meetings. Attached is a form you may (but are not required to) use to request this verification from the Senior Executive Assistant to the Tribal Council Chairman.

REQUEST FOR EMPLOYMENT HISTORY

Relevant Human Resource Office or Department: _____

I, _____ (print), respectfully request that this office issue a certified copy of my employment history that verifies my employment status, job title(s), and period(s) of employment. Please contact me when you have issued this document.

Name: _____

Employee I.D.: _____ or Social Security #: _____

Job Title(s): _____

My preference is that you contact me by (circle one) when you have issued my employment history: phone / email / U.S. mail / no preference.

Phone Number: _() _____

Email Address: _____

Home Address:

Street Address Apartment/Unit #

City State Zip Code

Signature: _____

Date: _____

**REQUEST FOR CERTIFICATION OF
ATTENDANCE AT TRIBAL COUNCIL MEETINGS**

I, _____ (print), respectfully request that the Senior Executive Assistant to the Tribal Council Chairman issue a document certifying the dates on which I attended a meeting of the Chitimacha Tribal Council within the past one (1) year period. Please contact me when you have issued this certification.

My Date of Birth: _____

My preference is that you contact me by (circle one) when you have issued my employment history: phone / email / U.S. mail / no preference.

Phone Number: _()_____

Email Address: _____

Home Address:

Street Address		Apartment/Unit #
City	State	Zip Code

Signature: _____

Date: _____