



*Pride of the Ojibwe*

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**PREREQUISITE CERTIFICATION INSTRUCTIONS**

**As a prospective candidate, once you have been nominated to the Tribal Governing Board you shall complete the following in order to satisfy the prerequisites pursuant to ELE.1.5.050 (Primary Election) and ELE.1.5.060 (General Election):**

***Primary Election***

1. Decide whether you want to accept the nomination for the Tribal Governing Board:
  - a. If you decide you want to decline the nomination, please go to the Enrollment Department and decline the nomination on the Acceptance Form (Attachment C);
  - b. If you decide you want to accept the nomination, please proceed to #2, below.
2. Upon arrival at the Human Resources Department, please complete the following:
  - a. Provide consent for the completion of a comprehensive background check. This consent must be provided within three (3) working days of the day of the caucus;

Upon completion, please ensure that Section I of the Prerequisite Certification Form for Primary Ballot (Attachment I) is initialed. Take the form to the Enrollment Department and proceed to #3, below.

3. Upon arrival at the Enrollment Department, please provide the Prerequisite Certification Form (Attachment I) to the Enrollment Clerk. Once the form is provided to the Enrollment Clerk, please complete the following:
  - a. Accept the nomination on the Acceptance Form (Attachment C);
  - b. List your date of birth on the Acceptance Form (Attachment C), certifying that you will be twenty-one (21) years of age or older on or before the date of the election. The Enrollment Clerk will verify your age by a valid identification card or your tribal membership records;
  - c. Sign the Acceptance Form (Attachment C);

d. Upon completion, please ensure the Enrollment Clerk has initialed Section II and signed the on the witness line of the Prerequisite Certification Form For Primary Ballot (Attachment I);

e. The Enrollment Clerk will verify your tribal membership (enrollment) with the Tribe. Once your enrollment is verified, the Enrollment Clerk will sign the Acceptance Form (Attachment C) on the witness line.

Upon completion of a-e, the Enrollment Department will maintain both the completed Acceptance Form (Attachment C) and Prerequisite Form For Primary Ballot (Attachment I). Proceed to #4, below.

4. Once the results of the comprehensive background check are received, the results will be kept in the candidate's election file for review by the Election Committee.
5. Upon the Election Committee's review of your prerequisites, the results of your comprehensive background check, the Election Committee will notify the Human Resources Department of whether each primary candidate has satisfied or failed to meet the prerequisites. The primary candidate shall call the Human Resources Department five (5) working days from the close of the three (3) working day period allowed to accept or reject his/her nomination to learn if he/she have satisfied or failed to meet the primary election prerequisites established in ELE.1.5.030.

### ***General Election***

1. Please go to the Human Resources Department and complete the following:
  - a. Schedule an appointment to undergo testing for illegal drugs and prescribed medication for which you do not have a valid prescription;

Upon completion, please ensure that Section I of the Prerequisite Certification Form For General Ballot (Attachment J) is initialed. Take the form to the Enrollment Department. The Enrollment Department will maintain the Prerequisite Certification Form.

2. At your scheduled appointment time (to undergo testing for illegal drugs and prescribed medication(s) for which you do not have a valid prescription), report to the LCO-CHC lower level waiting area for testing. The technician will then come to the waiting area and retrieve you. The technician will escort you to the location where the testing will be conducted. You then complete and sign the necessary paperwork and present a current identification card verifying your identity to the technician. A copy of your identification card will be made for the file. The technician will then go over the process of the drug test. No backpacks, purses, heavy sweatshirts, will be allowed to be taken into the bathroom with you. The technician will proceed to label the sample and seal it in your presence. The technician will then ship the sample for processing.
3. Once the results of the drug test are received, the results will be kept in the candidate's election file for review by the Election Committee.
4. Upon the Election Committee's review of your prerequisites and the results of your drug test, the Election Committee will contact you to let you know if your test was positive or negative and whether you will be placed on the ballot for the General Election.