

NE Comanche Tribe **Election Process**

This document describes the process as used by the ICS Northeast Tribe for the annual election of officers. The process shall be timed to begin no later than three months prior to the upcoming General Membership Meeting of the ICS Convention. 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 Application for Nomination for as found on the NE website.** All current members of the NE Tribe are eligible and encouraged to apply for any Tribe office.

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. Any current officer who wishes to run for a second 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 Role of Tribe Officers 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.

The election results 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 will become effective by action of the General Membership Meeting at the next Annual Convention.