



CHEROKEE NATION  
ELECTION COMMISSION SPECIAL MEETING  
CHEROKEE NATION ELECTION SERVICES  
SPECIAL MEETING  
DATE 1/3/14  
TIME 10:00 AM

COMMISSION PRESIDED BY: Bill Horton

COMMISSION DATE/TIME/PLACE: 1/3/14 at 10:00 AM, Election Services

Commission Member Present/Absente

Bill Horton

Present/Absente

Teresa Hart

Present/Absente

Martha Calico

Present/Absente

Carolyn Allen

Present/Absente

Shawna R. Calico

Present/Absente

Quorum Established:

YES / NO

Staff Present:

Wanda Beaver

Connie Parnell

Visitors:

Jamie Custer  
Diane Barker

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**CHEROKEE NATION ELECTOIN COMMISSION**

**SPECIAL MEETING**

**ELECTION SERVICES MEETING ROOM**

**JANUARY 3, 2014**

**MINUTES**

**I. CALL TO ORDER/ROLL CALL:**

The Special Meeting of the Election Commission was called to order at 10:09 a.m. Roll Call was taken and a quorum was established. In attendance were:

**COMMISSION -** Bill W. Horton – Chairman  
Teresa Hart – Vice-Chairperson  
Shawna Calico – Member  
Carolyn Allen – Member  
(Martha Calico- Secretary/Treasurer—was not present)

**OFFICE STAFF -** Connie Parnell

**GUESTS -** Harvey Chaffin – EC Attorney  
Jamie Custer  
Diane Barker-Harrold

**II. CURRENT AGENDA**

**A. APPROVAL OF MINUTES:**

The motion was made by Shawna Calico to table the approval of the December 23, 2012 minutes until the next scheduled meeting due to the fact that Martha Calico – Secretary was absent from the meeting to attend a funeral. The motion was seconded by Teresa Hart and approved 3-0.

Bill W. Horton \_\_\_

Teresa Hart Yes

Martha Calico Absent

Shawna Calico Yes

Carolyn Allen Yes

**B. EXECUTIVE SESSION:**

Discussion and possible action on Personnel, Staff, Administrator and Supervisor Status.

The motion was made by Carolyn Allen to enter into Executive Session. The motion was seconded by Shawna Calico and approved 3-0.

Bill W. Horton \_\_\_

Teresa Hart Yes

Martha Calico Absent

Shawna Calico Yes

Carolyn Allen Yes

The motion was made by Shawna Calico to return from Executive Session at 11:24. The motion was seconded by Carolyn Allen and approved 3-0.

Bill W. Horton \_\_\_

Teresa Hart Yes

Martha Calico Absent

Shawna Calico Yes

Carolyn Allen Yes

Action taken: The motion was made by Shawna Calico to approve and forward to Human Resources Department the Non-Employee Information Form with the Cherokee Nation Election Commission Resolution No. 12-23B-13, dated December 23, 2013 attached. The motion was seconded by Teresa Hart and approved 3-0.

Bill W. Horton \_\_\_\_

Teresa Hart Yes

Martha Calico Absent

Shawna Calico Yes

Carolyn Allen Yes

The motion was made by Carolyn Allen to approve and forward to Human Resources Department the Cherokee Nation Election Commission Resolution No. 01-03A-14. The motion was seconded by Shawna Calico and approved 3-0.

Bill W. Horton \_\_\_\_

Teresa Hart Yes

Martha Calico Absent

Shawna Calico Yes

Carolyn Allen Yes

The motion was made by Teresa Hart not to approve any sick leave request by the Administrator of the Election Commission for the past pay period because the Election Commission has no documentation to support sick leave requested by the Administrator. The motion was seconded by Shawna Calico and approved 3-0.

Bill W. Horton \_\_\_\_

Teresa Hart Yes

Martha Calico Absent

Shawna Calico Yes

Carolyn Allen Yes

The motion was made by Teresa Hart to approve and forward to Human Resources Department the Cherokee Nation Election Commission Resolution No. 01-03B-14. The motion was seconded by Shawna Calico and approved 3-0.

Bill W. Horton \_\_\_\_

Teresa Hart Yes

Martha Calico Absent

Shawna Calico Yes

Carolyn Allen Yes

**III. NEW BUSINESS – NONE**

**IV. ADJOURN**

The motion was made by Shawna Calico to adjourn. The meeting was adjourned at 11:36.

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Martha Calico – Secretary/Treasurer

# Non-Employee Information Form

Effective Date: 1-3-14 Prepared By: Election Commission

## Type of Action (check all that apply)

- New Hire  Location Change  
 Resignation/Termination  Name Change  
 Supervisor Change  Other HR Request  
 Funding Change

## Personal Information

Employee Number: N/A SSN: N/A Gender: Constitutional Commission  
Employee Name: Election Commission  
Address: 22116 S. Bald Hill Rd. Tahlequah, Ok. 74464  
Street City State Zip  
e-mail address: See Attachment

## Position/Funding Information

Hire Date: UNK  
Job Title: Administrator of Election Commission  
Status:  Full-Time  Part-Time  
Supervisor Name: Election Commission (Resolution Attached)  
Accounting Unit: 1010360 Activity: \_\_\_\_\_  
(7-digit number) (12-digit number)  
Group: Election Commission Department: Election Commission  
Process Level: 17000 Department Code: 1710  
(5-digit number) (4-digit number)  
Location: Election Commission Does this employee supervise?:  Yes  No

## TO BE COMPLETED BY HUMAN RESOURCES ONLY

Status: NE-Non Employee  
Position: 9999999 NonEmployee  
Salary Class: S  
Pay Frequency: 2  
Rate of Pay: .01  
State of Province: OK

**CHEROKEE NATION ELECTION COMMISSION RESOLUTION NO.01-03A-14**

**Resolved that the Election Commission be provided all e-mail correspondence between Administrator of Election Commission Wanda Beaver and all parties between the dates of September 1, 2013 through current of January 3, 2014, in order that the Commission may fulfill their Duties to the Cherokee Citizens, and insure that responses are provided.**

**Dated this 3<sup>rd</sup> day of January, 2014**

*Biju W. Horton*  
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*Jeresa Hart*  
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*Srauna Calico*  
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*Carolyn Allen*  
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