



CHEROKEE NATION ELECTION COMMISSION

Ph: 918-458-5899 | TF: 800.353.2895 | F: 918.458.6101

AGENDA

REGULAR MEETING

Tuesday, November 8th, 2022

4:00 P.M.

- I. Call to order
- II. Roll call
- III. Approval of Minutes from the October 13th Special Meeting
- IV. Administrator's Report
- V. Election Director's Report
- VI. Attorney's Report
- VII. Old Business
 - a. Approval of Minutes from the October 11th Regular Meeting
- VIII. Current Items
 - a. Consideration and possible action regarding Press Releases
 - b. Consideration and possible action on Polling Place Field Guide
 - c. Consideration and possible action on Precinct Official Manual
 - d. Consideration and possible action on Vault Policy
 - e. Consideration and possible action on start of Election Period
 - f. Consideration and possible action regarding FY2023 Signature Authorization
- IX. Executive Session
 - a. Confidential discussion with attorney on pending litigation, claims, investigations or protests
 - b. Personnel
 - c. Exit Executive Session
- X. Action from Executive Session
- XI. Announcements
- XII. Adjourn

POSTED
11/28/22
2:30 PM

October 28, 2022 by 4:00 PM
Cherokee Nation Election Office
17763 S. Muskogee Ave
Tahlequah, OK 74464

Chairperson: Rick Doherty

Posted by: _____



CHEROKEE NATION ELECTION COMMISSION

CHEROKEE NATION ELECTION COMMISSION

Regular Meeting Minutes

Tuesday November 8th , 2022

I. Call to order

- The Regular Meeting of the Cherokee Nation Election Commission for November 8th, 2022 was called to order by Chairman Rick Doherty at 4:01 P.M.

II. Roll call

- Election Commission Secretary Shawna Calico called roll and a quorum was established with the following Commissioners present:
Rick Doherty – Chairman
Pamela Sellers – Vice Chairperson
Shawna Calico – Secretary/Treasurer
Randy Campbell - Commissioner
Elizabeth Ballew – Commissioner
- Office staff present: Marcus Fears and Connie Parnell
- Election Commission Attorney Harvey Chaffin was present.
- Election Commission Investigator Nick Goodwin was present.
- Visitors present: Chad Hunter

III. Approval of Minutes

- Chairman Rick Doherty asked for approval and/or discussion regarding the minutes of the October 13th Special Meeting. Pam Sellers made a motion seconded by Elizabeth Ballew to approve the minutes for the October 13th Regular Meeting minutes. The motion was approved by all Commissioners.

IV. Administrators Report

- Marcus Fears reported on the progress and posting of the new Clerk I position. He also stated that FY23 is on track and Kendal will be back November 28, 2022.
Pam Sellers made a motion seconded by Elizabeth Ballew to approve the Administrator's Report. The motion was approved by all Commissioners. (Attachment 1)

V. Election Directors Report

- Connie Parnell reported she had been working with John Ross and Nick Hammons on the changeover of the backups from tapes to external hard drive. She also discussed the upgrade to Chronical that took place on November 3, 2022. She stated that scanned documents of deleted voters were purged on October 31, 2022. Finished up her report discussing preparation for precinct official training. Pam Sellers made a motion, second



CHEROKEE NATION ELECTION COMMISSION

I

by Elizabeth Ballew to approve the Election Directors Report. The motion was approved by all Commissioners. (Attachment 2)

VI. Attorney's report

- Election Commission Attorney Harvey Chaffin had no new litigation to report.

VII. Old Business

- Approval of Minutes from the October 11th Regular Meeting. Pam Sellers made a motion seconded by Elizabeth Ballew to approve the minutes for the October 11th Regular Meeting minutes. The motion was approved by all Commissioners.

VIII. Current Items.

- Consideration and possible action regarding Press Releases for 2023 Election.
 - i. Pam Sellers made a motion, seconded by Elizabeth Ballew to approve the Press Releases for the 2023 Election, with suggested changes. The motion was approved by all Commissioners.
- Consideration and possible action on Polling Place Field Guide
 - i. Pam Sellers made a motion, seconded by Elizabeth Ballew to approve the Polling Place Field Guide for the 2023 Election, with suggested changes. The motion was approved by all Commissioners.
- Consideration and possible action on Precinct Official Manual
 - i. Pam Sellers made a motion, seconded by Elizabeth Ballew to approve the Precinct Official Manual, with suggested changes. The motion was approved by all Commissioners.
- Consideration and possible action on Vault Policy
 - i. Pam Sellers made a motion, seconded by Elizabeth Ballew to approve the Vault Policy for the 2023 Election. The motion was approved by all Commissioners.
- Consideration and possible action on start of Election Period
 - i. Pam Sellers made a motion, seconded by Elizabeth Ballew to approve December 1, 2022 as the start of the Election Period. The motion was approved by all Commissioners.
- Consideration and possible action regarding FY2023 Signature Authorization
 - i. Pam Sellers made a motion, seconded by Elizabeth Ballew to approve the FY2023 Signature Authorization for Connie Parnell. The motion was approved by all Commissioners.

IX. Executive Session

- None

X. Action from Executive Session

XI. Announcements

- After December 13th meeting we will have our Christmas gathering.

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CHEROKEE NATION ELECTION COMMISSION

XII. Adjourn

- Pam Sellers made a motion, second by Elizabeth Ballew to adjourn at 5:39 P.M. The meeting was adjourned.

Minutes submitted by Shawna Calico, Secretary/Treasurer

Shawna Calico



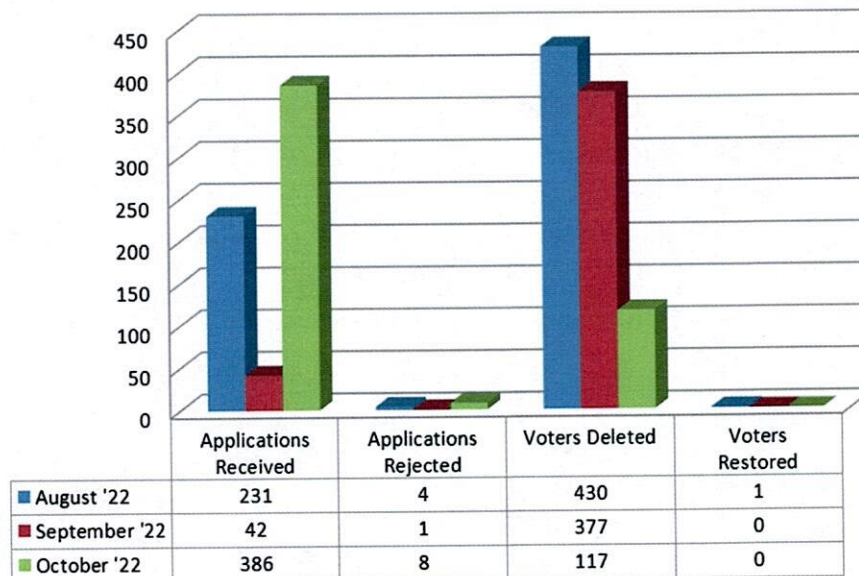
I. OFFICE:

In October's meeting the Commission moved to advertise for our open Clerk I position. As of the first of November we have a print ad in the Cherokee Phoenix. It appears on their digital paper as well. It will run again in November's next issue. We have received 3 inquiries, hoping to receive more and 1 inquiry from Justice Baker on an externship. At this time we have not set a deadline when the job will close. I also did some research on some other clerk positions available at Cherokee Nation to see what they were offering as starting pay.

II. VOTER PROCESSING: As of 11/03/2022

74,431 Total Registered Voters; **42,537** In-District; **31,894** At-Large

Voter Registration Statistics



A. Statistical Report:

*Detailed Data by District and Precinct is attached

III. FINANCIAL HIGHLIGHTS:

FY23 is on track. With Kendal being out during the close out and beginning of a fiscal year, Charlene and I are learning a great deal about contracts and purchases. We definitely appreciate what Kendal does for the office on the financial side things. She will be back in the office on November 28th.

District	Precinct	Voters
Dist No. 1 Hulbert	Hulbert	1,218
	Okay	287
	Tahlequah (1)	1,526
	Total for District	3,031
Dist No. 2 Tahlequah	Briggs	283
	Lowrey	260
	Tahlequah (2)	2,470
	Total for District	3,013
Dist No. 3 Tenkiller	Keys	937
	Tahlequah (3)	1,771
	Total for District	2,708
Dist No. 4 Three Rivers	Ft. Gibson	1,054
	Muskogee	567
	Warner	744
	Total for District	2,365
Dist No. 5 Redbird	Gore	402
	Sallisaw (5)	618
	Vian	1,174
	Total for District	2,194
Dist No. 6 Sequoyah	Belfonte	118
	Marble City	164
	Muldrow	1,605
	Sallisaw (6)	1,596
	Total for District	3,483
Dist No. 7 Flint	Cave Springs	289
	Chewey	103
	Stilwell (7)	2,551
	Westville (7)	684
	Total for District	3,627
Dist No. 8 Goingsnake	Bell	259
	Stilwell (8)	1,041
	Westville (8)	467
	Total for District	1,767
Dist No. 9 Saline	Jay (9)	708
	Kansas	1,422

District	Precinct	Voters
Dist No. 9 Saline	Kenwood	180
	Salina (9)	532
	Total for District	2,842
Dist No. 10 Delaware	Afton	610
	Grove	743
	Jay (10)	871
	Pryor (10)	537
	Salina (10)	202
	Spavinaw	181
	Total for District	3,144
Dist No. 11 Cooweescoowee - North	S. Coffeyville	496
	Vinita	1,907
	Welch	139
	Total for District	2,542
Dist No. 12 Cooweescoowee - West	Bartlesville	1,637
	Nowata	679
	Skiatook	131
	Total for District	2,447
Dist No. 13 Gadusi	Catoosa	350
	Collinsville	973
	Tulsa	1,816
	Total for District	3,139
Dist No. 14 Cooweescoowee - Central	Chelsea	549
	Claremore (14)	2,506
	Oologah	433
	Total for District	3,488
Dist No. 15 Cooweescoowee - South	Claremore (15)	847
	Locust Grove	915
	Pryor (15)	934
	Salina (15)	51
	Total for District	2,747
At Large	At Large	31,894
Total for District		31,894
Grand Total		74,431

2022 October Directors Report

October was packed full of election tasks

Working with John Rose and Nick Hammons on the changeover of the backups from tape drive to external hard drive. This is going well, we have had very successful back-up with the Acronis security backups. Our next task is to upgrade or Oracle system this was coming from Nick Hammons and John Rose from Maxim. The upgrade will happen on Thursday November 3rd, will take most of the day. We will just have to stay off of Chronical that day.

The scanned documents of the deleted voters were purged on October 31, the deleted voters remaining are the deleted votes for the past 48 months.

Prepared notebooks for the commissioners for their search for polling places and precinct officials.

Made adjustments to the Precinct Official Manual for the new election cycle.

Created the Field Guide for the operations of the new Verity election system.

These will be used in the precinct official trainings for the 2023 election cycle.

Recommendation for the removal of the outdated ABRF's from the central file.

With the removal of the scans of the ABRF's and the way we are going to be storing them. I would like to recommend that we go through the files only one time and remove the 2019 and 2021 ABRF's and keep them in roll number order and keep them sealed and labeled separate by year in the vault till they meet their time requirement of getting rid of the copies.

This way we only have to go through the files 1 time.

Cherokee Nation Election Commission



VAULT, STORAGE ROOM & SERVER ROOM ACCESS

Adopted
November 8, 2022

RESOLUTION NO. 2022-02

CHEROKEE NATION ELECTION COMMISSION

A RESOLUTION ESTABLISHING POLICY FOR VAULT, STORAGE ROOM AND SERVER ROOM ACCESS

WHEREAS, the Cherokee Nation since time immemorial has exercised the sovereign rights of self-government in behalf of the Cherokee people;

WHEREAS, the Cherokee Nation is a federally recognized Indian Nation with a historic and continual government to government relationship with the United States of America;

WHEREAS, the Cherokee Nation Election Commission is a constitutional autonomous and permanent entity charged with the administration of all Cherokee Nation elections as set forth in the Cherokee Nation Constitution.

WHEREAS, Section 11 of Title 26 (Elections) of the Cherokee Nation Code Annotated, as amended provides that the Election Commission shall develop policies and procedures concerning the storage and safekeeping of all election ballots and related documents.

WHEREAS, pursuant to the above referenced Section of the Cherokee Nation Election Law, the Election Commission hereby establishes the attached Vault, Storage Room & Server Room Access Policy

VAULT, STORAGE ROOM & SERVER ROOM ACCESS

I. Staff/Commissioner Access

- a. Access to the Vault during a non-election cycle requires a CNEC staff member to swipe their badge, unlock the Vault room lock with their key and log their entry with the date, time and purpose for entry. They must initial the log sheet and obtain the initials of one (1) other CNEC member; either one (1) other staff or one (1) Commissioner.
- b. Access to the Vault during an election cycle requires a CNEC staff member to swipe their badge, unlock the Vault room lock with their key and log their entry with the date, time and purpose for entry. They must initial the log sheet and obtain the initials of two (2) other CNEC members; one (1) other staff and one (1) Commissioner or two (2) Commissioners.
- c. Access to the Storage Room during a non-election cycle requires a CNEC staff member to swipe their badge and log their entry with the date, time and purpose for entry. They must initial the log sheet and obtain the initials of one (1) other CNEC member; either one (1) other staff or one (1) Commissioner.
- d. Access to the Storage Room during an election cycle requires a CNEC staff member to swipe their badge and log their entry with the date, time and purpose for entry. They must initial the log sheet and obtain the initials of two (2) other CNEC

Cherokee Nation Election Commission
Policy on Access to the Vault, Storage Room and Server Room

members; one (1) other staff and one (1) Commissioner or two (2) Commissioners.

- e. Access to the Server Room during a non-election cycle requires a CNEC staff member to swipe their badge and log their entry with the date, time and purpose for entry. They must initial the log sheet and obtain the initials of one (1) other CNEC member; either one (1) other staff or one (1) Commissioner.
- f. Access to the Server Room during an election cycle requires a CNEC staff member to swipe their badge and log their entry with the date, time and purpose for entry. They must initial the log sheet and obtain the initials of two (2) other CNEC members; one (1) other staff and one (1) Commissioner or two (2) Commissioners.
- g. The start of the election cycle shall be an agenda item in a duly called meeting of the Election Commission and shall continue until the meeting certifying the outcome of the election upon which the office shall resume non-election cycle functions.

II. Essential Third Party Access

- a. Access shall be granted, in accordance with the above procedures, to essential third parties including Commission Office Election Workers, IT, Facilities, Security System Personnel and Risk Management.
- b. Essential Third Party access will be granted at the discretion of the CNEC staff. All access granted to essential third party individuals will be closely monitored by the CNEC staff.

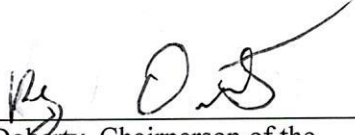
No person or persons other than staff, Election Commissioners or Essential Third Parties shall have access to the Vault or Server Room without a majority vote in a meeting of the Election Commission approving the access.

Should a third party, other than those stated above, wish to gain access to the Vault or Server Room, a written request must be submitted to the Election Commission. Access to the Vault or Server Room will only be granted by a majority vote in a meeting of the Election Commission. Upon majority vote of the Commission, while in the meeting, a date and time will be established for two (2) Commissioners and two (2) Staff to accompany the third party into the Vault and/or Server Room.

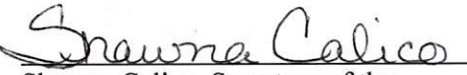
Cherokee Nation Election Commission
Policy on Access to the Vault, Storage Room and Server Room

CERTIFICATION

The forgoing resolution was adopted by the Cherokee Nation Election Commission at a duly called meeting on the 8th day of November, 2022, having 5 members present, constituting a quorum, by the vote of 5 yea, 0 nay; 0 abstaining.


Rick Doherty, Chairperson of the
Cherokee Nation Election Commission

ATTEST:


Shawna Calico, Secretary of the
Cherokee Nation Election Commission

YEAS AND NAYS RECORDED:

Rick Doherty <u>Yea</u>	Pamela Sellers <u>Yea</u>	Shawna Calico <u>Yea</u>
Elizabeth Ballew <u>Yea</u>	Randy Campbell <u>Yea</u>	

Tuesday, November 8, 2022 4:00PM

[illegible]

CHEROKEE NATION ELECTION COMMISSION

☒ REGULAR MEETING

☐ SPECIAL MEETING

ELECTION COMMISSION PRESIDED BY: Rick Doherty

MEETING DATE: 11-8-22 at 4:01 AM/PM at the CNEC Office

Commission Member: Present/Absent

Rick Doherty Present/Absent

Pamela Sellers Present/Absent

Shawna Calico Present/Absent

Randy Campbell Present/Absent

Elizabeth Ballew Present/Absent

Quorum Established: YES/NO

CNEC Attorney: Harvey Chaffin ☒

CNEC Investigator: Nick Goodwin ☒

Staff Present: ☒ Marcus Fears, ☒ Connie Parnell, ☐ Kendal Bishop, ☐ Charlene Keys

Visitors:

Chad Hunter
