

Sapotaweyak Cree Nation Election Code



**SAPOTAWEYAK CREE NATION
ELECTION CODE**

Sapotaweyak Cree Nation Election Code

TABLE OF CONTENTS

Preamble	8
PART 1	8
APPLICATION AND INTERPRETATION OF CODE	8
1. Application of Code	8
2. Short Title	8
3. Coming Into Effect	8
4. Definitions	9
5. Interpretation.....	12
PART 2	13
CHIEF AND COUNCIL.....	13
6. Composition of Chief and Council	13
7. Term of Office	13
8. Quorum of Chief and Councillors	14
9. Remuneration	14
10. Chief and Councillor Oath of Office	14
11. Vacancies	15
12. First Meeting of Elected Chief and Councillors	16
13. Appointment of Deputy Chief	16
PART 3	16
HOLDING OF ELECTION AND ELIGIBILITY REQUIREMENTS	16
14. Holding of a General Election.....	16
15. Provision for Holding of a General Election	16

Sapotaweyak Cree Nation Election Code

16. Eligibility for Nomination and Election..... 16

17. Police Records Check and Child Abuse Registry Check 17

PART 4 18

ELECTORAL OFFICER 18

18. Hiring of Electoral Officer 18

19. Term of Employment of Electoral Officer 18

20. Remuneration of Electoral Officer 18

21. Deputy Electoral Officer(s)..... 19

22. Duty of Electoral Officer 19

23. Oath of Office 19

PART 5 19

VOTER'S LIST 19

24. Preparations and Posting of Preliminary Voter's List 20

25. Amendment of Voter's List 20

26. Posting of Final Voter's List..... 21

27. Master Voter's List 21

28. Contents of Master Voter's List 21

29. Access to Master Voter's List 21

30. Use of Information 21

31. Addresses of Electors 22

32. Release of Final Voter's List and Mailing Addresses 22

PART 6 22

NOMINATION MEETING AND PROCEDURES..... 22

Sapotaweyak Cree Nation Election Code

33. Notice of Nomination Meeting and Election22

34. Nomination Meeting.....23

35. Nomination Meeting Procedures.....24

36. Candidate Orientation.....24

37. Validation and Declaration of Acceptance of Nomination25

38. Election by Acclamation.....25

39. Withdrawal of Candidates26

40. Calling of Election.....26

41. Secrecy of Voting26

PART 726

PREPARATION OF BALLOTS AND MAILING OF BALLOTS 26

42. Preparation of Ballots26

43. Mailing of Ballots27

PART 8 28

MAIL-IN VOTING PROCEDURES..... 28

44. Procedures for Voting by Mail-In Ballot..... 28

45. Safekeeping of Mail-In Ballots 29

PART 9 29

ELECTION DAY29

46. Polling Station29

47. Equipment for the Election30

48. Procedures for Opening of Polling Station..... 30

49. Scrutineers 31

Sapotaweyak Cree Nation Election Code

50. Voting Procedures at Polling Stations 31

PART 10 32

COUNTING OF BALLOTS 32

51. Processing of Mail-In Ballots..... 32

52. Transportation of Ballot Boxes 34

53. Preparation for the Counting and Processing of Ballots 34

54. Counting of Ballots..... 35

55. Objections..... 36

56. Recounting of Votes 36

57. Tie Vote 36

58. Declaration of Results..... 36

59. Electoral Officer's Report 36

60. Retention of Ballots..... 37

PART 1137

BY-ELECTIONS.....37

61. By-Elections37

PART 12..... 38

CAMPAIGN CODE OF ETHICS, PROHIBITIONS AND CORRUPT PRACTICES..... 38

62. Campaign Code of Conduct 38

63. Campaign Signs and Posters..... 39

64. Obstruction of Electoral Officer..... 39

65. Eligibility for Nomination and Election 39

66. Publication of False Statements to Affect Election Results..... 39

Sapotaweyak Cree Nation Election Code

67.	False Statement of Withdrawal of Candidate	39
68.	Voter's List.....	39
69.	Ballots.....	40
70.	Voting	41
71.	Disclosure of Election Information.....	41
72.	Corrupt Practices	42
73.	Penalties.....	42
PART 13.....		42
ELECTIONS BOARD, APPEALS AND COMPLAINTS.....		42
74.	Appointment of the Sapotaweyak Cree Nation Elections Board.....	42
75.	Composition.....	43
76.	Eligibility.....	43
77.	Term of Office	43
78.	Officers of the Board.....	44
79.	Oath of Office.....	44
80.	Duty of Sapotaweyak Cree Nation Election Board	44
81.	Conflict of Interest.....	44
82.	Filing of Election Appeals.....	44
83.	Grounds for Appeal.....	45
84.	Procedures Upon Receipt of Appeal	45
85.	Response to the Appeal.....	45
86.	Holding of Inquiry of Appeals	46
87.	Decision.....	46
88.	Filing of Complaints	47
89.	Procedures Upon Receipt of Complaint	47

Sapotaweyak Cree Nation Election Code

90. Response to the Complaint..... 48

91. Holding of Inquiry of Complaints 48

92. Decision..... 48

PART 14..... 49

AMENDMENTS TO CODE.....49

93. Administrative Procedures and Policies..... 49

94. Amendments..... 49

95. Submissions of Proposed Amendments 49

96. Notice of Amendments 49

97. Electors May Comment of Proposed Amendments 50

98. Special Meeting on Proposed Amendments 50

99. Referendum on Proposed Amendments..... 50

100. Elections After Amendment of this Code 50

APPENDIX “A” 51

APPENDIX “B” 52

APPENDIX “C” 53

APPENDIX “D” 55

APPENDIX “E” 56

APPENDIX “F” 57

APPENDIX “G” 59

APPENDIX “H” 60

APPENDIX “I”61

Sapotaweyak Cree Nation Election Code

PREAMBLE

WHEREAS the Electorate of the Sapotaweyak Cree Nation have provided direction to adopt a Sapotaweyak Cree Nation Election Code to govern Chief and Councillor Elections in place of the Indian Band Election Regulations and Section 74 of the *Indian Act*;

AND WHEREAS the Electorate has been provided the opportunity to take part in the development and approval of the Sapotaweyak Cree Nation Election Code through discussions and community meetings;

AND WHEREAS the Electorate have voted and adopted this Sapotaweyak Cree Nation Election Code at a community vote held on _____ (DATE TO BE INSERTED);

AND WHEREAS this Sapotaweyak Cree Nation Election Code will govern Chief and Councillor Elections once the Minister of Indigenous Services Canada orders the removal of the Sapotaweyak Cree Nation from the application of sections 74 through 79 of the *Indian Act*.

NOW THEREFORE BE IT RESOLVED THAT:

PART 1

APPLICATION AND INTERPRETATION OF CODE

1. Application of Code

- 1) This Code will apply to all General Elections and By-Elections held on the Sapotaweyak Cree Nation for the purpose of electing a Chief and Councillors.

2. Short Title

- 1) This Code may be cited as the "Sapotaweyak Cree Nation (SCN) Election Code."

3. Coming Into Effect

- 1) This Code comes into effect upon:
 - (a) Adoption, by referendum, by the Electorate of the Sapotaweyak Cree Nation; and

Sapotaweyak Cree Nation Election Code

- (b) The passing of a Ministerial Order removing the Sapotaweyak Cree Nation from the applications of sections 74 through 79 of the *Indian Act*.

4. Definitions

1) In this Code, the following words and expressions will mean:

"Advance Poll" means a poll held prior to Election Day to permit voters who expect to be absent on Election Day, to cast their ballot.

"Appeal" means a petition or statement submitted by a Candidate, an Elector or a group of Electors contesting the results of an Election.

"Appellant" means an Elector who submits an Appeal in writing respecting any Election as provided for by the terms of this Code.

"Ballot" means a formal document approved by the Electoral Officer which contains the names of Candidates as set out in section 42 of this Code.

"Band Registrar" means the person responsible for maintaining the SCN Membership List.

"By-Election" means a special election held in accordance with Part 11 (By-Elections) of this Code to fill a position that has become vacant.

"Days" means calendar days, except as otherwise stated.

"Campaign Code of Ethics" means the guidelines, general rules of behaviour and standards established in accordance with Part 12 of this Code (Campaign Code of Ethics, Prohibitions and Corrupt Practices), which governs the conduct of Candidates running for office and their supporters in relation to their participation in the electoral process.

"Candidate" means a person who:

- (a) is at least 18 years of age on the date of the Nomination Meeting;
- (b) is a member of the Sapotaweyak Cree Nation pursuant to the Sapotaweyak Cree Nation Citizenship Code;
- (c) has been nominated to be a Candidate and has indicated acceptance of their nomination in accordance with the provisions of this Code;
- (d) has completed and passed a voluntary drug test;
- (e) has paid a non-refundable administrative fee in the amount of \$200;
- (f) has submitted a criminal record check and a child abuse registry check;

Sapotaweyak Cree Nation Election Code

- (g) has not been convicted of an indictable offence within five (5) years of their nomination;
- (h) has not been found guilty of corrupt practice in a previous election within five (5) years of their nomination.
- (i) has collected ten (10) endorsements to run for the office of Chief and five (5) endorsements to run for the office of Councillor.

"Chief" means the Elector elected to the office of Chief in accordance with this Code.

"Chief and Councillors" means the body comprised of those Electors elected in accordance with this Code.

"Child Abuse Registry" means the list maintained by Manitoba Family Services and Consumer Affairs which contains the names of persons who have been found to have abused a child.

"Code" means the Sapotaweyak Cree Nation Election Code.

"Complaint" means a petition or statement submitted by an Elector or group of Electors alleging a breach of or non-compliance of this Code.

"Conflict of Interest" means a situation where a person, as a result of a relationship, be it family, business or social, may be biased or might appear to be biased in fairly carrying out their duties and related decision-making.

"Corrupt Practice" means unethical actions taken by a Candidate or their representative(s) or agent(s) in an Election to gain an advantage in an Election and includes, but is not limited to, the prohibitions and Corrupt Practices set out in Part 12 of this Code (Campaign Code of Ethics, Prohibitions and Corrupt Practices) as well as bribery (direct or indirect), or providing a financial or material incentive or favouritism to an Elector in exchange for a vote during the nomination or election process.

"Councillor" means the Elector elected to the office of Councillor in accordance with this Code.

"Deputy Chief" means the Elector appointed to the office of the Deputy Chief in accordance with this Code.

"Deputy Electoral Officer" means the person(s) appointed by the Electoral Officer to assist in the electoral process.

"Elder" means an SCN member who is at least fifty years of age and is recognized as an Elder by the Sapotaweyak Cree Nation Council of Elders.

"Election" means an election held in accordance with this Code.

"Election Day" means the day on which the election will be held at the Sapotaweyak Cree Nation.

Sapotaweyak Cree Nation Election Code

"Elector" means a person who is:

- (a) a member of the Sapotaweyak Cree Nation pursuant to the Sapotaweyak Cree Nation Citizenship Code; and
- (b) 18 years of age or older on the day on which the Election is held.

"Elector Declaration Form" means a document that sets out, or provides for:

- (a) the name of an Elector;
- (b) the band membership or registry number of the Elector; and
- (c) the name, address, and telephone number of a witness to the signature of the Elector.

"Electoral Officer" means the individual contracted under the terms as set out in Part 4 of this Code (Electoral Officer).

"Ethics" means the morals or principles that govern a person's behaviour or conduct.

"Final Voter's List" means the list of eligible Electors prepared and updated as required and publicly posted by the Electoral Officer in consultation with the band registrar.

"General Election" means an Election held in accordance with this Code at the end of the term of office of a sitting Chief and Councillor.

"Head Office" means the administrative offices of the Sapotaweyak Cree Nation.

"Immediate Relative" means:

- (a) spouse (legal or common-law);
- (b) child (natural or custom-adopted);
- (c) parent or stepparent;
- (d) brother or sister (natural or custom-adopted);

"Mail-In Ballot" means a ballot provided by the Electoral Officer to the Elector for mailing in accordance with Part 8 of this Code (Preparation of Ballots and Mailing of Ballots).

"Master Voter's List" means the list of voters prepared in accordance with section 27 of this Code.

"Membership" means the body comprised of those persons whose names are entered on the membership list of the Sapotaweyak Cree Nation.

"Nomination Meeting" means a designated meeting at which Electors come forward to nominate Candidates for an Election.

Sapotaweyak Cree Nation Election Code

"Oath" means a sworn statement or affirmation by an Elector or the Electoral Officer and Deputy Electoral Officer(s) solemnly vowing to carry out duties and responsibilities specified by the Oath, and which may be sworn before:

- (a) a Justice of the Peace;
- (b) a Notary Public;
- (c) a duly appointed Commissioner for Oaths; or
- (d) any other person as may be provided for in this Code.

"SCN" means the Sapotaweyak Cree Nation.

"Sapotaweyak Cree Nation Elections Board" means the body appointed in accordance with Part 13 of this Code (Sapotaweyak Cree Nation Elections Board, Appeals and Complaints) to review and make decisions concerning Election Appeals and Complaints.

"SCN Membership List" means the list of those persons who are members of the Sapotaweyak Cree Nation.

"Preliminary Voter's List" means the initial list of Electors prepared in consultation with the band registrar and publicly posted by the Electoral Officer.

"Polling Station" means a designated location, building, hall or room which is selected for voting in an Election to take place.

"Scrutineer" means a person appointed under section 49 of this Code, by a Candidate to represent them at the counting of the Ballots and at the Polling Station.

5. Interpretation

- 1) Except as otherwise provided, a reference in this Code to the Electoral Officer includes the Deputy Electoral Officer(s) and vice versa.
- 2) Except as otherwise provided, a reference in this Code to an Election includes a General Election or a By-Election.
- 3) Except as otherwise provided, a reference in this Code to a Voters List includes the Preliminary Voters List, the Final Voters List and the Master Voters List.
- 4) Except as otherwise specifically intended, the plural shall include the singular, the singular shall include the plural, the masculine shall include the feminine and the feminine shall include the masculine where used in this Code.
- 5) The laws of the Sapotaweyak Cree Nation shall take precedence in the interpretation of this Code.

Sapotaweyak Cree Nation Election Code

- 6) This Code is to be interpreted in a full, fair and generous manner, in accordance with its spirit and intent, rather than the technical import of its words or technical errors.
- 7) This Code will be interpreted in accordance with the following in priority:
 - (a) this Code shall be interpreted in a manner consistent with the values and traditions of the membership of the Sapotaweyak Cree Nation and in accordance with sections 25 and 35 of the *Constitution Act, 1982*;
 - (b) in accordance with the laws, by-laws, codes, regulations and policies enacted or adopted by the Sapotaweyak Cree Nation;
 - (c) in accordance with appropriate Federal Law;
 - (d) in accordance with the appropriate Manitoba Law.
- 8) No technical defect, breach or failure in the conduct or implementation of the obligations and duties set out in this Code shall be considered material or shall affect the application of this Code, except where it can be shown that the failures were malicious or had a material effect on the conduct of the Election.
- 9) Section headings and Titles may be used for the interpretation of this Code. Records of Committee Meetings, Band Meetings, the development and ratification process may be used to facilitate the interpretation of this Code.
- 10) Where any party, section, subsection or provision of this Code is struck down or struck out by a Court of Law, that section will be deemed to be severed, and the remainder of this Code will remain and continue in force.

PART 2

CHIEF AND COUNCIL

6. Composition of Chief and Council

- 1) The Chief and Council of the Sapotaweyak Cree Nation will be comprised of one (1) Chief and five (5) Councillors (one of whom shall hold office as the Deputy Chief in accordance with section 13), elected by the Electors of the Sapotaweyak Cree Nation in accordance with this Code.

7. Term of Office

- 1) Subject to subsection (2), the term of office for Chief and Councillors will be for the period of four (4) years.

Sapotaweyak Cree Nation Election Code

- 2) In the first election conducted after this Election Code comes into effect, the SCN membership shall elect Chief and Councillors for the following terms:
 - a) the Chief candidate will be elected for a four (4) year term;
 - b) the top two (2) candidates for Councillor who receive the most amount of votes in the first election shall be elected for a four (4) year term;
 - c) the bottom three (3) candidates for Councillor shall be elected for a two (2) year term.
- 3) In every election thereafter, the term of office shall be for four (4) years, thereby creating staggered elections and terms of office. Subject to this Code, elections shall take place every two (2) years.

8. Quorum of Chief and Councillors

- 1) A quorum of Chief and Councillors consists of fifty percent plus one (50% + 1) of the number of positions of Chief and Council members but shall not be less than four (4).
- 2) In the event of unforeseen circumstances where there are vacancies resulting in too few Councillors for quorum, a by-election shall be called immediately, as per section 61 of this Code.

9. Remuneration

- 1) Remuneration for Chief and Councillors will be governed by the Codes, By-Laws, regulations or policies or any other legislation as may be enacted or adopted from time to time by the Electors, or until the Electors enact or adopt the appropriate legislation, the Chief and Councillors of the Sapotaweyak Cree Nation.

10. Chief and Councillors Oath of Office

- 1) Within fourteen (14) Days of the commencement of their term of office, or as soon as reasonably practical, a Candidate who has been elected Chief or Councillor will swear an Oath of Office before the Membership of the Sapotaweyak Cree Nation, swearing to:
 - (a) Uphold and comply with the Code of Conduct and all Codes, Laws and By-Laws of the Sapotaweyak Cree Nation;
 - (b) Carry out their duties faithfully, honestly, impartially, without prejudice, to the best of their ability and in the best interests of the Sapotaweyak Cree Nation;
 - (c) Keep confidential, both during and after their term of office, any matter or information which, under and Codes, Laws, By-Laws of the Sapotaweyak Cree Nation, is considered confidential.

Sapotaweyak Cree Nation Election Code

- 2) The Oath referred to in subsection 10(1) may be administered by:
 - (a) The Electoral Officer;
 - (b) An Elder appointed by the Council of Elders;
 - (c) A Justice of the Peace;
 - (d) A Notary Public;
 - (e) A duly appointed Commissioner for Oaths; or
 - (¹) A Minister of any faith as long as may be deemed appropriate by the Chief and Council.
- 3) Where a Chief or Councillor, due to circumstances beyond their control, is unable to take the Oath of Office within the time stipulated in 10(1), that Chief or Councillor shall be required to take the Oath of Office within thirty (30) Days of the commencement of their term of office.
- 4) A Chief or Councillor will not take Office until he/she swears or affirms an Oath of Office.

11. Vacancies

- 1) The office of Chief or Councillor becomes vacant when the Elector who holds that office:
 - (a) is convicted of an indictable offence;
 - (b) dies or resigns from their office;
 - (c) is removed from office in accordance with this Code;
 - (d) is unable to perform their duties, due to debilitation, illness, or other medical condition as certified by an appropriate medical authority or as ruled upon by a court of competent jurisdiction;
 - (e) does not swear an Oath of Office as required by this Code; or
 - (f) has a criminal record check and/or child abuse registry check that does not meet the requirements set out section 17(4) and 17(5) of this Code.
- 2) Where a vacancy occurs that affects quorum, the Chief and Council will, subject to section 61(1), immediately proceed to call a By-Election in accordance with Part 11 of this Code (By-Elections).

Sapotaweyak Cree Nation Election Code

12. First Meeting of Elected Chief and Councillors

- 1) Notwithstanding subsection 10(4), the first meeting of the elected Chief and Councillors will be held no later than fourteen (14) Days after the commencement of its term of office.

13. Appointment of Deputy Chief

- 1) At the meeting at which Councillor portfolios are assigned, the Chief and Councillors shall by resolution, appoint one Councillor as Deputy Chief to hold this office until the end of his/her term of office as Councillor.
- 2) The position of Deputy Chief shall be a full-time position.

PART 3

HOLDING OF ELECTIONS AND ELIGIBILITY REQUIREMENTS

14. Holding of a General Election

- 1) A General Election for the offices of Chief and Councillors will be held on the last Tuesday in April in the year in which it is required.

15. Provision for Holding of General Election

- 1) The Finance Department of the Sapotaweyak Cree Nation Administration will provide for the holding of a General Election within the Annual Budget of the Sapotaweyak Cree Nation for the fiscal year in which a General Election is required.

16. Eligibility for Nomination and Election

- 1) A Candidate for the office of Chief or Councillor:
 - (a) is at least 18 years of age on the date of the Nomination Meeting;
 - (b) is a member of the Sapotaweyak Cree Nation pursuant to the Sapotaweyak Cree Nation Citizenship Code;
 - (c) resides on the Sapotaweyak Cree Nation reserve;
 - (d) has been nominated to be a Candidate and has indicated acceptance of their nomination in accordance with section 37(1) of this Code;
 - (e) has paid a non-refundable administrative fee in the amount of \$200;

Sapotaweyak Cree Nation Election Code

- (f) has submitted a criminal record check and a child abuse registry check;
 - (g) has not been convicted of an indictable offence within five (5) years of their nomination;
 - (i) has not been found guilty of corrupt practice in a previous election within five (5) years of their nomination.
 - (j) has collected ten (10) endorsements to run for the office of Chief and five (5) endorsements to run for the office of Councillor.
- 2) An Elector may only be a Candidate for one of the offices of Chief or Councillor in any Election. For further clarity, an Elector may be nominated for either the office of Chief or the office of Councillor or both but will indicate on the Acceptance of Nomination which office he/she will choose to run for in the Election.

17. Police Records Check and Child Abuse Registry Check

- 1) For the purposes of subsections 16(1) (g), all Candidates nominated at a nomination meeting will provide the Electoral Officer, within 72 hours of the close of the nomination meeting, either the results of his or her Criminal Record Check and Child Abuse Registry Check or proof of submitted applications by providing a receipt of the fees paid or other documentation of proof to the Electoral Officer.
- 2) All fees and obligations with respect to obtaining a Police Record Check and a Child Abuse Registry Check shall be the responsibility of the Candidate.
- 3) A nominee who fails to provide the documents listed in subsection (1) shall not be a Candidate in the Election and his or her name will not appear on the Ballot.
- 4) The Electoral Officer shall declare invalid a Candidate's nomination if the results of the Police Record Check provides evidence that the Candidate has been convicted of an indictable offence, excluding convictions arising from the assertion of aboriginal rights or title, within the previous five (5) years before the date of their nomination.
- 5) The Electoral Officer shall declare invalid a Candidate's nomination if the results of the Child Abuse Registry Check provide evidence that the Candidate's name has been placed on the Child Abuse Registry within the previous five (5) years before the date of their nomination.
- 6) Any Candidate refusing a Police Record Check, and a Child Abuse Registry Check will be deemed to have declined his/her nomination.
- 7) All copies of Police Record Checks and Child Abuse Registry Checks submitted by Candidates shall be destroyed at the same time as the Ballots for the Election are destroyed in accordance with subsection 60(2) of this Code.

Sapotaweyak Cree Nation Election Code

PART 4

ELECTORAL OFFICER

18. Hiring of Electoral Officer

- 1) The Chief and Councillors of the Sapotaweyak Cree Nation will, on a contract basis, hire an Electoral Officer in accordance with the contracting policies of the Sapotaweyak Cree Nation Administration.
- 2) The hiring of the Electoral Officer shall be made on or before June 1 in the year in which an Election is to be held.
- 3) The Electoral Officer shall be appointed by a band council resolution. If a quorum cannot be met, the Electoral Officer shall be appointed by the band manager.
- 4) The Electoral Officer must be a person who:
 - (a) is not a member of Chief and Council or the Sapotaweyak Cree Nation Elections Board;
 - (b) is at least 18 years of age; and
 - (c) has experience in the conduct of elections or has received appropriate training.
- 5) The person who is hired as the Electoral Officer waives their right to nominate or be nominated for a position of Chief and Council.
- 6) The person who is hired as the Electoral Officer waives their right to exercise a vote at Election, other than to break a tie as per subsection 57(2).

19. Term of Employment of Electoral Officer

- 1) The term of employment of the Electoral Officer will end upon the completion of all duties and posting of all reporting requirements for an Election in accordance with this Code.

20. Remuneration of Electoral Officer

- 1) The Electoral Officer and Deputies will be paid in accordance with rates as prescribed by the Sapotaweyak Cree Nation Administration.
- 2) Where an Appeal has been filed with respect to an Election, the Electoral Officer will be paid on a per diem basis for actual time spent on the Appeal(s) at a rate prescribed by the Sapotaweyak Cree Nation Administration.

Sapotaweyak Cree Nation Election Code

21. Deputy Electoral Officer

- 1) The Electoral Officer will appoint the Deputy Electoral Officer(s) as is required to carry out their duties and to fulfill the provisions of this Code.
- 2) The Deputy Electoral Officer(s) will have such powers as are described in this Code.
- 3) The Deputy Electoral Officer(s) will not be members of the Chief and Council or the Sapotaweyak Cree Nation Elections Board.
- 4) Person(s) appointed as Deputy Electoral Officer(s) waive their right to nominate or be nominated for a position of Chief or Councillor.

22. Duty of the Electoral Officer

- 1) The duty of the Electoral Officer is to govern and conduct Elections for the office of the Chief and Councillors.

23. Oath of Office

- 1) The Electoral Officer and their deputies will swear an Oath of Office before a Justice of the Peace, Notary Public or duly appointed Commission for Oaths, swearing to:
 - (a) uphold and comply with this Code, Laws and By-Laws of the Sapotaweyak Cree Nation;
 - (b) carry out their duties faithfully, honestly, impartially, without prejudice to the best of their ability, and in the best interests of the Sapotaweyak Cree Nation; and
 - (c) keep confidential, both during and after their term of employment, any matter or information which, under any Codes, Laws and By-Laws of the Sapotaweyak Cree Nation, is considered confidential.
- 2) The Electoral Officer and Deputies will file a sworn Oath of Office with the Sapotaweyak Cree Nation or designated office or its successors prior to carrying out their duties.

PART 5

VOTERS LIST

24. Preparation and Posting of Preliminary Voters List

Sapotaweyak Cree Nation Election Code

- 1) Within five (5) Days of the Electoral Officer taking office, the Band Registrar will provide them with a list of the names of all Electors of the Sapotaweyak Cree Nation.
- 2) The Electoral Officer will prepare a Preliminary Voters List containing the names of all Electors in alphabetical order by surname.
- 3) The Electoral Officer will post the Preliminary Voters List at the Head Office of the Sapotaweyak Cree Nation, on the SCN website and at three (3) public places within the land of the Sapotaweyak Cree Nation at least thirty (30) Days prior to the Nomination Meeting being held or as soon as the Electoral Officer receives the Preliminary Voters List.

25. Amendment of Voters List

- 1) Any Elector may apply to have the Preliminary Voters List corrected and the Electoral Officer will revise the Preliminary Voters List where it is demonstrated that:
 - (a) the name of the Elector has been omitted;
 - (b) the name of an Elector is incorrectly set out, or
 - (c) the name of a person not qualified as an Elector is included.
- 2) For the purposes of subsection 25(1)
 - (a) an Elector may demonstrate that the name of an Elector has been omitted from or incorrectly set out in the Preliminary Voters List by presenting to the Electoral Officer evidence from the Band Registrar that the Elector:
 - i) is on the Membership List or is entitled to have their name entered on the Membership List;
 - ii) will be eighteen (18) years of age or older on the day of the Election; and
 - iii) is qualified to vote at a Sapotaweyak Cree Nation Election.
 - (b) an Elector may demonstrate that the name of a person not qualified to vote has been included in the Preliminary Voters List presenting to the Electoral Officer evidence from the Band Registrar that that person:
 - i) is neither on the Membership List nor entitled to have their name entered on the Membership List;
 - ii) will not be eighteen (18) years of age or older on the day of the Election; or

Sapotaweyak Cree Nation Election Code

- iii) is not qualified to vote at Sapotaweyak Cree Nation Elections.
- 3) After consideration of all information and representations relating to amendments to the Preliminary Voters List, the Electoral Officer will, after having consulted with the Band Registrar and received written documentation containing the Band Registrar's decision, correct, add or delete names to the Preliminary Voters List based on whether the person(s) in question qualify as Electors.
- 4) Within 24 hours or as soon as practicable, the Electoral Officer will give the person whose name has been subject of an amendment to the Preliminary Voters List, written notice of the decision.

26. Posting of Final Voters List

- 1) At least ten (10) Days prior to the date on which an Election is to be held, the Electoral Officer will post a Final Voters List at the Head Office and in at least three (3) public places within the land of the Sapotaweyak Cree Nation.
- 2) A person whose name does not appear on the voters list shall be entitled to vote on election day, provided he or she presents documentary proof to the electoral officer demonstrating his or her qualifications as an elector to the Electoral Officer's satisfaction.

27. Master Voters List

- 1) The Electoral Officer shall prepare a master list of qualified Electors, to be known as the Master Voters List, which shall be used for the purpose of verifying the identity of an Elector arriving at the Polling Station to cast a Ballot.

28. Contents of Voters Master List

- 1) The Master Voters List shall contain, for each Elector who is included in it, their surname, given name(s) and treaty number.

29. Access to Master Voters List

- 1) No one, other than the Electoral Officer and their deputies, shall have access to the Master Voters List.

30 Use of Information

- 1) The information contained in the Master Voters List shall be kept confidential and may not be used for any other purpose than for verifying the identity of Electors arriving at the Polling Station.

Sapotaweyak Cree Nation Election Code

31. Addresses of Electors

- 1) Within five (5) Days of the Electoral Officer taking office, the Band Registrar will provide to the Electoral Officer with the last known mailing address, if available, of all Electors who do not reside within a fifty (50) kilometer radius of the Sapotaweyak Cree Nation 65 Reserve.
- 2) The mailing address will be used only for the purpose of providing notice(s), Mail-In Ballots or other documents to Electors who are entitled to receive them.
- 3) Electors will be responsible for providing the Band Registrar or the Electoral Officer with their current mailing address.
- 4) The mailing address of any Elector will not be disclosed to anyone by the Electoral Officer without the written consent of the Elector.
- 5) Electors who live within a fifty (50) kilometer radius, who are unable to attend a Polling Station may request a Mail In Ballot from the Electoral Officer, and this information will be made known by a posting to the SCN website.

32. Release of Final Voters List and Mailing Address of Electors to Candidates

- 1) A Candidate for Election for the Office of Chief or Councillor may obtain from the Electoral Officer the Final Voters List and the mailing addresses of the Electors who have consented to have their addresses being released to the Candidates by completing the Permission to Release Personal Information Form (“**Appendix A**”)
- 2) The publication and mailing expenses related to campaign promotional materials will be borne by the Candidate.

PART 6

NOMINATION MEETING AND PROCEDURES

33. Notice of Nomination Meeting and Election

- 1) At least thirty (30) days calendar days prior to the Nomination Meeting and at least 72 days before the Election Day, the Electoral Officer shall post the notice in at least three (3) public places within the lands of the Sapotaweyak Cree Nation.
- 2) The Notice of Nomination and Election will be posted and advertised at the Head Office, on the SCN website and in at least three (3) public places within the Sapotaweyak Cree Nation lands so as to provide sufficient notice to Electors living off the Sapotaweyak Cree Nation.

Sapotaweyak Cree Nation Election Code

- 3) The Notice of Nomination Meeting and Election will state the:
 - (a) the date, time, duration, and location of the Nomination meeting;
 - (b) date on which the Election will be held and the location of the Polling Stations;
 - (c) name and phone number of the Electoral Officer.

- 4) At least thirty (30) calendar days prior to the Nomination Meeting, the Electoral Officer will send by regular mail, to those Electors living outside the fifty (50) kilometer radius of the Sapotaweyak Cree Nation 65 Reserve; and for whom a current mailing address has been provided by the Band Registrar:
 - (a) a Notice of Nomination Meeting and Election (Off-Reserve Electors);
 - (b) a Mail-In Nomination Form;
 - (c) an Elector Declaration;
 - (d) the statement that any Elector may vote by Mail-In Ballot;

 - (e) a Release of Personal Information Form indicating the Electors agreement to have their name and address released to the Candidates so the Elector to receive information from Candidates;
 - (f) a summary of the procedure governing the nomination of Candidates as provided for in this Code.
 - (g) Mailed, emailed or faxed nominations must be received by the Electoral Officer prior to the commencement of the Nomination Meeting.

- 5) The Electoral Officer will record the names of Electors living off-reserve to whom a Notice of Nomination Meeting and Election was mailed, the addresses of those Electors and the date on which the notices were mailed.

34. Nomination Meeting

- 1) A Nomination Meeting will be held at least 42 days before Election Day.
- 2) In the event a death or other emergency occurs within the community, the Electoral Officer may, depending on the circumstances, postpone the Nomination Meeting to another date and time.
- 3) The postponement of a Nomination Meeting will not be longer than ten (10) Days after the date given in the Notice of Nomination Meeting and Election in accordance with subsection 33(3)(a).

Sapotaweyak Cree Nation Election Code

35. Nomination Meeting Procedures

- 1) Subject to subsection 34(2), the Electoral Officer will convene the Nomination Meeting at the time and date stated in the Notice of Nomination Meeting and Election.
- 2) The Nomination Meeting will remain open for at least three (3) hours.
- 3) The nominations for the offices of Chief and Councillors will be conducted simultaneously.
- 4) An Elector may nominate a Candidate:
 - (a) by faxing, mailing or e-mailing the Nomination Form and a signed and witnessed Elector Declaration Form to the Electoral Officer on or before the date of the Nomination Meeting; or
 - (b) orally, at the Nomination Meeting.
- 5) Mailed, emailed or faxed nominations that are not received by the Electoral Officer one (1) hour before the time set for the Nominations Meeting to begin will be declared void.
- 6) The Electoral Officer will, at the commencement of the meeting, announce the nominations received by mail, fax, or electronic transmission.
- 7) All nominations whether received by mail, fax, electronic transmission, or made orally at the Nomination Meeting must be seconded either by an Elector present at the Nomination Meeting or by a second nomination. A second nomination of an off-reserve nominee would suffice as being seconded for the purposes of subsections 35(8) and (9).
- 8) An Elector is entitled to nominate or second the nomination of only one (1) Elector for the office of Chief.
- 9) An Elector is entitled to nominate or second the nomination of no more than (5) Electors for the office of Councillor.
- 10) A nomination that has not been seconded by the end of the Nomination Meeting will be deemed to be void.

36. Candidate Orientation

- 1) Prior to the deadline set for the receipt of the Acceptance of Nomination form by the Electoral Officer, those Candidates considering accepting their nomination may attend an orientation session that shall be organized and held by the Sapotaweyak Cree Nation Elections Board at a date and time determined by the Board.

Sapotaweyak Cree Nation Election Code

37. Validation and Declaration of Acceptance of Nomination

- 1) Electors, duly nominated and seconded for the office of Chief or Councillor must, within seven (7) Days after the Nomination Meeting, forward to the Electoral Officer:
 - (a) a signed copy of the Acceptance of Nomination Form, indicating the acceptance of their nomination along with any documentation not already provided to the Electoral Officer as outlined in section 16(1) of this Code; and
 - (b) a non-refundable certified cheque, cash, or money order in the amount one hundred (\$200.00) payable to Sapotaweyak Cree Nation;
- 2) A nominated Elector who does not fulfill the requirements in section 37(1) will be deemed not to have accepted their nomination and their name will not appear on the Ballot.
- 3) All fees shall be deposited with the Finance Department and shall be applied toward the cost of holding the Election.

38. Election by Acclamation

- 1) If, at the close of the Nomination Meeting, there is only one (1) Elector nominated for the office of Chief, the Electoral Officer will declare the Elector elected to the office of Chief by acclamation, provided they have signed the Acceptance of Nomination Form and fulfilled the requirements under subsection 17(1).
- 2) If, at the close of the Nomination Meeting, there are five (5) or fewer Electors nominated for the office of Councillor, the Electoral Officer will declare those Electors elected to the office of Councillor by acclamation, provided they have signed the Acceptance of Nomination Form and fulfilled the requirements under subsection 17(1).
- 3) In the event of an Election by Acclamation, the criteria outlined in section 16(1) of this Code remains applicable.
- 4) Where the offices of Chief and/or Councillor are filled by acclamation, the Electoral Officer will post a notice of the results at the Head Office, on the Sapotaweyak Cree Nation website and in at least three (3) public places within the Sapotaweyak Cree Nation lands. The Electoral Officer will mail to every Elector residing outside of the fifty (50) kilometer radius of the Sapotaweyak Cree Nation 65 Reserve and for whom a current mailing address has been provided by the Band Registrar:
 - (a) a notice that sets out the names of the Electors elected by acclamation; and

Sapotaweyak Cree Nation Election Code

- (b) a statement that an Election will not be held for those offices filled by acclamation.

39. Withdrawal of Candidates

- 1) A Candidate who has been duly nominated may withdraw their candidacy at any time prior to the closing of the poll by submitting to the Electoral Officer a written withdrawal of nomination signed by the Candidate in the presence of the Electoral Officer, a Justice of the Peace, a Notary Public, or a Commissioner for Oaths. Any votes cast for any such candidate shall not be counted.
- 2) A Candidate who withdraws shall forfeit his deposit.
- 3) A Candidate who dies before the close of the polls shall be considered to have withdrawn his or her candidacy.

40. Calling of Election

- 1) Within five (5) Days or as soon as practicably possible after the Nomination Meeting, and through whatever means available, the Electoral Officer will notify those Candidates not present at the Nomination Meeting of their nomination and will further advise them of the process for declaring or withdrawing their acceptance of nomination.
- 2) Within seven (7) days following the Nomination Meeting, the Electoral Officer will post a list of all nominated, indicating whether a Candidate has accepted or declined their nomination, at the Head Office, on the SCN website and in at least three (3) public places within Sapotaweyak Cree Nation lands.

41. Secrecy of Voting

- 1) Voting at a General Election or By-Election will be by secret ballot only.

PART 7

PREPARATION OF BALLOTS AND MAILING OF BALLOTS

42. Preparation of Ballots

- 1) The Ballots for the office of Chief will be separate from and in a different colour than those for the office of Councillor.
 - (a) The Electoral Officer will prepare a sufficient number of Ballot papers setting out in a single column: the names of the Candidates nominated for Election as Chief, in alphabetical order by surname; and

Sapotaweyak Cree Nation Election Code

- (b) the names of the Candidates nominated for Election as Councillors, in alphabetical order by surname.
- 3) Where two or more Candidates have the same name or their names are so similar so as to potentially cause uncertainty as to the identity of a Candidate, the Electoral Officer will add to the Ballots any additional information as is necessary to distinguish between those Candidates subject to the written consent of the Candidates to do so.
- 4) For further clarity, the additional information referred to in subsection 42(3) may include:
 - (a) the name the Candidate is commonly known by;
 - (b) the nickname the Candidate is commonly known by;
 - (c) any other information as mutually agreed upon by the Candidates;

43. Mailing of Ballots

- 1. At least thirty-five (35) Days prior to the day on which an Election is to be held, the Electoral Officer will mail to every Elector who makes a formal request, and to every Elector who resides outside of the fifty (50) kilometer radius of the Sapotaweyak Cree Nation 65 Reserve, and for whom a current mailing address has been provided by the Band Registrar, a package consisting of:
 - (a) a letter of instruction regarding voting by Mail-In Ballot;
 - (b) a Ballot for each of the offices of Chief and Councillor, initialed on the back by the Electoral Officer;
 - (c) a pre-addressed, postage paid envelope to the Electoral Officer;
 - (d) a second envelope marked "Ballot" for the insertion of the completed Ballot;
 - (e) an Elector Declaration Form;
 - (f) a Notice:
 - i) identifying the location of the Polling Stations (Sapotaweyak Cree Nation, Winnipeg, Brandon, Swan River, and Saskatoon);
 - ii) advising of the Elector that subject to section 50(1), they may vote in person at a Polling Station on the day of the Election in lieu of voting by Mail-In Ballot; and
 - iii) a list of the names of any Candidates who were elected by acclamation, if applicable.

Sapotaweyak Cree Nation Election Code

2. At the request of an Elector who resides within fifty (50) kilometer radius of the Sapotaweyak Cree Nation 65 Reserve, the Electoral Officer will provide a package referred to in subsection 43(1) to that Elector.
3. The Electoral Officer will keep a record of names, addresses, and dates the mail-in Ballot package was mailed and delivered. The Electoral Officer shall note next to the Elector's name on the Master Voters List that he or she has been sent a mail-in Ballot package.

PART 8

MAIL-IN VOTING PROCEDURES

44. Procedures for Voting by Mail-In Ballot

- 1) An Elector will vote by Mail-In Ballot by:
 - (a) marking the Ballot by placing a cross or check mark that clearly indicates the Elector's choice but does not identify the Elector, opposite the name of the Candidate(s) for who they desire to vote;
 - (b) folding the Ballot in a manner that conceals the name(s) of the Candidate(s), and the manner in which the Elector has voted, but exposes the Electoral Officer's initials on the back;
 - (c) placing and sealing the Ballot in the envelope marked "Ballot";
 - (d) completing and signing the Elector Declaration Form in the presence of a witness who is eighteen (18) years of age or older;
 - (e) placing the envelope marked "Ballot" and the witnessed Elector Declaration Form in the pre-addressed, postage paid return envelope; and
 - (f) delivering or mailing the Mail-In Ballot to the Electoral Officer before the time at which the polls are scheduled to close on the day of the Election.
- 2) Where an Elector by reason of disability is unable to vote in the manner as set out in the subsection 44(1), the Elector may enlist the assistance of another person to mark the Ballot and complete and sign the Elector Declaration Form in accordance with that section.
- 3) A person referred to in subsection 44(2) will attest to the fact that the Elector completing and signing the Elector Declaration Form is the Elector whose name is set out in the form and that the Ballot was marked according to the directions of the Elector.

Sapotaweyak Cree Nation Election Code

- 4) An Elector who inadvertently spoils a Mail-In Ballot may obtain another Ballot by returning the spoiled Ballot to the Electoral Officer, provided that the spoiled Ballot is received in time for another to be supplied, and the Electoral Officer will write "cancelled" on the spoiled Ballot.
- 5) An Elector who loses a Mail-In Ballot may obtain another Ballot by delivering to the Electoral Officer a written affirmation that the Elector has lost the Mail-In Ballot, signed by the Elector in the presence of either the Electoral Officer, a Justice of the Peace, a Notary Public, or a Commission for Oaths.
- 6) An Elector to whom a Mail-In Ballot was mailed or provided to under section 43 is not entitled to vote in person at the Polling Station other than in accordance with subsection 50(10).

45. Safekeeping of Mail-In Ballots

- 1) On or before the date on which the Mail-In Ballots are mailed to Electors, the Electoral Officer will ensure that a mailbox of sufficient capacity is rented and available at a nearby Canada Post Office for the reception of Mail-In Ballots.
- 2) All Mail-In Ballots addressed to the Electoral Officer will not be opened by anyone other than the Electoral Officer in accordance with the provisions of this Code.
- 3) The Electoral Officer must ensure the safekeeping of the Mail-In Ballot packages until they are opened in accordance with Part 10 of this Code.

PART 9

ELECTION DAY

46. Polling Stations

- 1) There shall be one (1) Polling Station set up for the purpose of voting in an Election held under this Code on Election Day at the Sapotaweyak Cree Nation.
- 2) There will be four (4) staggered Advanced Polling Stations set up in Winnipeg, Brandon, Swan River, and Saskatoon.
- 3) Equipment shall consist of 5 boxes and identified as Box A (mail-in and advance), Box B (Winnipeg), Box C (Brandon), Box D (Swan River), Box E (Saskatoon), and Box F (Sapotaweyak Cree Nation).
- 4) Equipment shall be secured and sealed to make the ballot boxes tamper-proof immediately following the close of the Advanced Polls and Advanced Poll ballot

Sapotaweyak Cree Nation Election Code

boxes shall be transported by the Electoral Officer to the Sapotaweyak Cree Nation for counting on Election Day.

- 5) The Electoral Officer must ensure the safekeeping of the ballot boxes until they are opened in accordance with Part 10 of this Code.

47. Equipment for the Election

- 1) The Electoral Officer will, before the Polling Station is open, supply the Polling Station with:
 - a) sufficient Ballot boxes clearly identified in which shall be placed Ballots for Chief and Ballots for Councillors;
 - b) a sufficient number of Ballots;
 - c) a sufficient number of voting compartments enabling Electors to mark their Ballots free from observation;
 - d) instruments for marking;
 - e) a sufficient number of voting instructions;
 - f) all other equipment as necessary to establish and equip the Polling Station; and
- 2) The Electoral Officer will ensure the supervision of the Ballot boxes and all other equipment used at an Election and will keep written confirmation of same.
- 3) A Ballot box will be designed in a manner so that Ballots are secure and cannot be withdrawn or removed without opening the box.

48. Procedures for Opening of Polling Station

- 1) The Electoral Officer will, immediately before the commencement of the poll in the presence of a witness:
 - (a) open the Ballot box and verify that it is empty and complete a Witness Declaration at the opening of the Poll.
 - (b) close and seal the Ballot box in a manner preventing it from being opened without breaking the seal and;
 - (c) place the Ballot box in public view for the reception of the Ballots.
- 2) The Electoral Officer will provide compartments at the Polling Station situated in a place where the Electors can mark their Ballot free from observation.

Sapotaweyak Cree Nation Election Code

- 3) The Electoral Officer will ensure that the arrangements for security have been made to maintain order and security.
- 4) The Electoral Officer will ensure arrangements are made to have the Police accompany the Electoral Officer during the transport of the sealed Ballots boxes for safekeeping.
- 5) The Polling Station will be kept open from 8:00 a.m. to 9:00 p.m. on Election Day.

49. Scrutineers

- 1) A Candidate may appoint no more than one (1) Scrutineer who is an Elector and who is not a Candidate to observe proceedings at the Polling Station and during the counting of the Ballots.
- 2) Prior to Election Day, a Candidate's Scrutineer must present to the Electoral Officer a duly completed Statement of Appointment of an Agent-Scrutineer, signed by the Candidate, in order to be permitted to remain at the Polling Station.

50. Voting Procedures at Polling Stations

- 1) The Electoral Officer shall designate at least one Deputy Electoral Officer who is fluent in the Cree Language at the Sapotaweyak Cree Nation Polling Station to assist an Electors requesting assistance under subsection 50(2).
- 2) An Elector who requires assistance must inform the Electoral Officer or Deputy Electoral Officer before receiving a Ballot. The Electoral Officer or Deputy Electoral Officer shall assist that Elector by marking his or her Ballot in the manner directed by the Elector in the presence of another person selected by the Elector as a witness and shall place the Ballot in the Ballot Box. The Electoral Officer or Deputy Electoral Officer shall note on the voters list opposite the name of an Elector requiring assistance, the fact that the Ballot was marked by him or her at the request of the Elector and the reason for the request.
- 3) When an Elector appears at the Polling Station for the purpose of voting at an Election, the Electoral Officer will:
 - (a) verify that the Elector's name is on the Master Voters List;
 - (b) that the Elector has not yet voted in an Election; and
 - (c) initial the back of a Ballot for Chief and a Ballot and hand the Ballot to the Elector.
- 4) The Electoral Officer will place a mark opposite the Elector's name on the Master Voters List indicating that the Elector has received a Ballot.

Sapotaweyak Cree Nation Election Code

- 5) Each Elector receiving a Ballot will immediately proceed to the voting compartment to cast their vote. The Elector will then fold the Ballot leaving the initials of the Electoral Officer exposed.
- 6) Subject to subsections 50(2), only one (1) person will be in a voting compartment at any one time.
- 7) Where a Ballot, for any reason, is spoiled, damaged or otherwise cannot be accepted by the Electoral Officer, the Ballot will be marked as "cancelled" by the Electoral Officer.
- 8) Upon presentation of the spoiled Ballot, the Electoral Officer will give another Ballot to the Elector and record that another Ballot was given on the Master Voters List opposite the name of the Elector.
- 9) Any Elector who has received a Ballot and leaves the Polling Station without casting a vote or refuses to vote forfeits their right to vote and the Electoral Officer will mark "declined" on the Master Voters List opposite the Elector's name noting the reason.
- 10) An Elector, to whom a Mail-In Ballot was mailed or provided to under section 43 of this Code, may obtain a Ballot and vote in person at the Polling Station, if:
 - (a) the Elector returns the Mail-In Ballot to the Electoral Officer; or
 - (b) where the Elector has lost the Mail-In Ballot, provides the Electoral Officer a duly completed Declaration of Lost or Misplaced Mail-In Ballot, signed in the presence of either the Electoral Officer, a Justice of the Peace, Notary Public, or a Commissioner for Oaths.
- 11) An Elector whose name does not appear on the Master Voters List may vote at an Election provided that they can substantiate to the Electoral Officer, by showing proper credentials signed and provided by the Band Registrar, that they are eligible to vote, and that Elector must sign a Declaration of Eligibility.
- 12) Every Elector who is inside the Polling Station at the fixed time for the closing of the poll will be allowed to vote if they have not yet done so.

PART 10

COUNTING OF BALLOTS

51. Processing of Mail-In Ballots

- 1) The Electoral Officer will be responsible for receiving Mail-In Ballots up until the close of the voting.

Sapotaweyak Cree Nation Election Code

- 2) The Electoral Officer or Deputy Electoral Officer, accompanied by the Band Registrar or his or her designate, and one of either a Justice of the Peace, Notary Public or Commissioner for Oaths, on the day of voting, will pick up any and all Mail-In Ballots returned by the Electors from the designated mail area.
- 3) The Electoral Officer, in the presence of the Band Registrar or his or her designate, and either a Justice of the Peace, Notary Public or Commissioner for Oaths, will, after the close of polls on Election Day:
 - (a) open any returned envelopes and confirm that the Elector is on the Master Voters List and that the "Elector Declaration Form", at a minimum has:
 - i) the name and Treaty Number of the Elector; and
 - ii) the signatures of the Elector and a Witness.
 - (b) reject any Mail-In Ballot where the "Elector Declaration Form" has not been filled out properly;
 - (c) open each "Ballot" envelope and confirm the authenticity of the Ballot by checking the affixed initials;
 - (d) if there is nothing to indicate that the Elector has already voted, accept the Ballot, and make a notation on the Master Voters List of the date in which the Mail-In Ballot was received;
 - (e) ensure that the Ballots are placed in the appropriate Ballot box(es);
 - (f) ensure the Ballot boxes are sealed and transported for safekeeping by the Police as outlined in section 52; and
 - (g) ensure the completion of the necessary witness statement ("Confirmation of Transportation and Securing of Ballot Boxes").
- 4) An Elector is entitled to a single vote and is not permitted to change a vote once it is cast by Mail-In Ballot. If the Elector personally appears at the Polling Station to cast a vote and a Mail-In Ballot has already been cast, the Mail-In Ballot will count as the Elector's sole vote and the Elector will not be allowed to vote in person. The Electoral Officer shall ensure this is made clear in the Mail-In Ballot package provided to Electors.
- 5) Mail-In Ballots received prior to the closing of the Polling Station will be processed after the close of polls on Election day and counting of the votes will occur in the same manner as indicated in subsections 51(3)(a) to (e).
- 6) Mail-In Ballots received by mail will not be valid nor be recorded if they are

Sapotaweyak Cree Nation Election Code

received by the Electoral Officer after Election Day and will not be opened by any person.

52. Transportation of Ballot Boxes

- 1) Where the counting of the Ballots for Councillor is to be done on the day following the count of the Ballots for Chief, the Electoral Officer will immediately, following the closing of the Polling Station:
 - (a) seal the area where the Ballots are deposited into the Ballot Box;
 - (b) in the presence of a witness(es), who are not Candidates, affix their initials and those of the witness(es) on the seal in which has been used to secure the Ballot boxes,
 - (c) ensure the witness(es) attest in writing that the Ballot boxes have been secured for transportation;
 - (d) transfer the safekeeping of the Ballot boxes to the Police for transport to a designated place for safekeeping and ensure the completion of the Confirmation of Transportation and Securing of Ballot Boxes Form; and
- 2) Prior to starting the count of the Ballots for Councillor, the Electoral Officer will:
 - (a) examine the Ballot boxes to determine if the seals on the Ballot boxes are intact and that they have not been tampered with in any way; and
 - (b) if he/she is satisfied that a Ballot box has been received in good order, the Electoral Officer will sign and complete the Confirmation of Transportation and Securing of Ballot Box Declaration Form.

53. Preparation for the Counting and Processing of Ballots

- 1) The official tally sheets used for the recording of Ballots will be large sheets of paper affixed to the wall and clearly visible with the name of the Candidate written clearly across the top of the sheet.
- 2) The area in which the official tally sheets are affixed will be set up in such a way so as to prohibit observers from attending within three (3) meters of any tally sheet.
- 3) No Elector, who is a Candidate, shall participate in the counting and processing of Ballots;
- 4) No Elector or person who is an immediate relative of a Candidate will be assigned to a tally sheet for that Candidate.

Sapotaweyak Cree Nation Election Code

- 5) The Electoral Officer will ensure that enough people have been appointed to assist in the counting, recording, and processing of Ballots prior to the day on which the Ballot count is to be conducted.
- 6) The Electoral Officer will appoint an adult person to record the official count, and each person appointed will be assigned to no more than five (5) tally sheets.

54. Counting of Ballots

- 1) Immediately after the Mail-In Ballots that were received on Election Day have been processed and deposited, the Electoral Officer will, in the presence of any Candidates or their Scrutineers who are present, open the ballot box(es), sequentially starting with Box A, combine the ballots cast in the advance polls with those cast on election date, and begin the count.
- 2) The Electoral Officer will proceed with the counting of the Ballots by examining each Ballot and if valid will then proceed to call out the name(s) of the Candidate for which a vote was cast.
- 3) Where the Electoral Officer finds a Ballot that is not valid, the Electoral Officer will announce that the Ballot has been disqualified from the count and write the word "Rejected" on the back of the Ballot along with their initials and attach a note which outlines the reasons for rejection. Any Scrutineer present may examine the Ballot.
- 4) The Electoral Officer, in the presence of Candidates or their Scrutineers, will reject Ballots:
 - (a) that have not been supplied by the Electoral Officer;
 - (b) on which votes have been given for more Candidates than are to be elected;
 - (c) on which anything appears to identify the Elector; and
 - (d) that appears to have been defaced or spoiled in any manner.
- 5) A Ballot on which the number of votes is less than the number of Candidates to be elected will be deemed valid and will be included in the count.
- 6) Where the counting of Ballots includes the use of multiple tally sheets, the Electoral Officer will announce each vote in a manner to allow enough time for all tally sheets to be marked properly.

Sapotaweyak Cree Nation Election Code

55. Objections

- 1) Where a Scrutineer puts forth an objection on the rejection of a Ballot, the Electoral Officer will number each objection and place a corresponding number on the back of the Ballot with the word "Objected" and their initials.
- 2) The Electoral Officer will decide on any question arising out of an objection.

56. Recounting of Votes

- 1) Where the difference in the number of votes between an Elected Candidate and a Candidate not Elected, for either the office of Chief or Councillor is ten (10) votes or less, the Electoral Officer will:
 - (a) immediately call for and conduct, within forty-eight (48) hours of the close of the counting of the Ballots for Chief, a recount of all votes and a re-examination of all rejected Ballots.
 - (b) immediately call for and conduct, within forty-eight (48) hours of the close of the counting of the Ballots for Councillor, a recount of all votes and a re-examination of all rejected Ballots.

57. Tie Vote

- 1) Prior to the counting of Ballots, the Electoral Officer shall announce to all persons present of the method by which a tie is to be broken.
- 2) In the event of a tie after the recount for either Chief or the last Councillor position, the Electoral Officer will break the tie by conducting a draw of the names of the Candidates who are tied.
- 3) The Candidate whose name is drawn first shall be declared elected by the Electoral Officer.

58. Declaration of Results

- 1) Immediately after the completion of the counting of Ballots, the Electoral Officer will publicly declare elected:
 - (a) The Candidate for Chief receiving the most votes; and
 - (b) The Candidate for Councillor receiving the most votes.

59. Electoral Officer's Report

- 1) Within ten (10) days after Election Day, the Electoral Officer will complete the Electoral Officer's Report and distribute the report as follows:

Sapotaweyak Cree Nation Election Code

- (a) one copy to the Sapotaweyak Cree Nation Elections Board for review and records;
 - (b) one copy to be filed at the Sapotaweyak Cree Nation Administration Office;
 - (c) retain one copy to be kept on file at the office of the Sapotaweyak Cree Nation Band Development Authority or its successors;
 - (d) one copy to the Department of Indigenous Services Canada.
- 2) the Electoral Officer and a witness will sign the Electoral Officer's Report.

60. Retention of Ballots

- 1) The Electoral Officer will deposit all Ballots, whether counted or rejected, in a sealed container and forward them to the Sapotaweyak Cree Nation Elections Board for safekeeping for a period of at least thirty-five (35) Days.
- 2) If, at the expiration of the thirty-five (35) Days, no Appeal has been filed with the Sapotaweyak Cree Nation Elections Board, the Electoral Officer will destroy the Ballots in the presence of either a Justice of the Peace, Notary Public or Commissioner for Oaths who will sign a Retention of Ballot Papers Form, indicating that they witnessed the destruction of said Ballots.

PART 11

BY-ELECTIONS

61. By-Elections

- 1) Where there is a vacancy in the office of either a Chief or Councillor position, which affects quorum, in accordance with section 11, the Chief and Councillors will immediately call a By-Election and the procedures for the holding a General Election will apply with any technical modifications as the Sapotaweyak Cree Nation Elections Board and the Electoral Officer may deem appropriate.
- 2) Any technical modifications made under section 61(1) shall be done so as to allow Electors living off-reserve sufficient and reasonable opportunity to take part in the By-Election.
- 3) The Electoral Officer will place an advertisement in newspapers, on SCN social media sites, and in any other locations deemed necessary, to advise Electors living off-reserve of the By-Election.

Sapotaweyak Cree Nation Election Code

- 4) A By-Election will not be held if the remainder of the term of office of the current Chief and/or Council is less than six (6) months or if the vacancy does not affect quorum.
- 5) A Candidate who is elected in a By-Election will serve the remainder of the term of the vacant position to which they are elected.
- 6) Given that Councillor elected during a General Election has given their commitment to serve out their term as Councillor upon their election, no sitting Councillor shall run in a By-Election held for the office of Chief.

PART 12

CAMPAIGN CODE OF ETHICS, PROHIBITIONS AND CORRUPT PRACTICES

62. Campaign Code of Conduct

- 1) Candidates must campaign:
 - (a) according to the rules and regulations established in this Code;
 - (b) without coercion or vote buying;
 - (c) respecting the right and freedom of other Candidates to organize and campaign, and to reach out to voters with their messages;
 - (d) respecting the rights of voters to obtain information from a variety of sources and to attend political rallies, events, debates, forums, and other activities;
 - (e) ethically, focusing on political issues and Candidate platforms, instead of conducting smear campaigns, ones of rumour and innuendo or making or publishing any false statements in relation to the personal character or conduct of any Candidate;
 - (f) non-violently and without the use of intimidation;
 - (g) respecting the freedom of the media to cover and express opinions on the campaigns; and
 - (h) respecting the Electoral Officers and not interfering with the performance of their duties.
- 2) No one will, as a part of their campaign, promise cash or material distribution to the Membership.

Sapotaweyak Cree Nation Election Code

- 3) No Candidate shall conduct their campaign or distribute campaign materials of any kind on the day of the Election.

63. Campaign Signs and Posters

- 1) Any Candidate wishing to use campaign posters and signs must pay a deposit of fifty dollars (\$50) which will be refunded upon compliance with subsection 63(4).
- 2) No person will campaign or advertise in connection with an Election in the Polling Station or within one (1) kilometer of the Polling Station.
- 3) No person will:
 - (a) post or display in, or on the exterior surface of, the Polling Station, any campaign literature or other material that could be taken as an indication of support for, or opposition to the election of any Candidate; or
 - (b) in the Polling Station or in any place where voting at an Election is taking place, influence or attempt to influence Electors to vote for or to refrain from voting for a particular Candidate.
- 4) All Candidates will remove their campaign posters and signs located on public property within seven (7) Days after the Election Day.

64. Obstruction of Electoral Officer

- 1) No person will willfully obstruct an Electoral Officer in the performance of their duties.

65. Eligibility for Nomination and Election

- 1) No person will sign a nomination paper consenting to be a Candidate knowing that they are not eligible to be a Candidate.

66. Publication of False Statements to Affect Election Results

- 1) No person will, with the intention of affecting the results of an Election, make or publish any false statement of fact in relation to the personal character or conduct of a Candidate.

67. False Statement of Withdrawal of Candidate

- 1) No person will knowingly publish a false statement of the withdrawal of a Candidate.

68. Voters List

- 1) No person will:

Sapotaweyak Cree Nation Election Code

- (a) willfully apply to be included in a Master Voters List in a name that's not their own.
- (b) knowingly make a false or misleading statement orally or in writing, relating to their qualification as an Elder or relating to any other information referred to in section 16 of this Code.
- (c) knowingly make a false or misleading statement orally or in writing, relating to another person's qualification as an Elector, surname, given names, civic address or mailing address for the purpose of having that person's name deleted from the Voters List.
- (d) request that the name of the person who is not qualified as an Elector be included on the Voters List;
- (e) willfully apply to have included in the Voters List, the name of a deceased person, a fictitious person, an animal or thing; or
- (f) knowingly use personal information that is recorded in the Voters List for a purpose other than to enable the Candidates to communicate with Electors in accordance with section 32 of this Code.

69. Ballots

- 1) No person will or attempt to:
 - (a) fraudulently print a Ballot; or
 - (b) use a forged Ballot;
- 2) No Electoral Officer will:
 - (a) fraudulently initial or attempt to initial a Ballot or any paper purported to be a Ballot;
 - (b) issue or cause to be counted false or fraudulent Ballots, or discard, conceal or obstruct the counting of valid Ballots; or
 - (c) place on a Ballot any writing, number, or mark, with the intent to identify the Elector to whom the Ballot is to be, or has been, given.
- 3) No person will attempt to:
 - (a) apply for a Ballot in a name that is not their own;
 - (b) forge, alter, or deface a Ballot or the initials of the Electoral Officer;
 - (c) willfully destroy a Ballot;
 - (d) without authority, supply a Ballot to a person;

Sapotaweyak Cree Nation Election Code

- (e) deposit in a Ballot box, any paper other than the Ballot the person has been given under this Code;
- (f) without authority, take or have a Ballot in their possession;
- (g) without authority, destroy, damage, take, open, or otherwise interfere with a Ballot box; or
- (h) willfully destroy a Ballot that results in the forfeiture of an Elector's right to vote.

70. Voting

- 1) No person will be present in the Polling Station except those authorized by this Code and those present for the purpose of voting.
- 2) No person will, at a poll for an Election vote or attempt to vote:
 - (a) more than once,
 - (b) knowing that they are not entitled or qualified to vote;
 - (c) under any name other than their own.
- 3) No person will influence another person to vote at an Election knowing that the other person is not entitled or qualified to vote under this Code.
- 4) No person will interfere with or attempt to interfere with an Elector who is in a voting compartment.
- 5) Unless authorized by this Code, no person will:
 - (a) be in a compartment with an Elector;
 - (b) be in a position from which the person can see an Elector marking their Ballot;
 - (c) at the Polling Station, obtain or attempt to obtain information as to how an Elector intends to vote or has voted.
- 6) No person will cause, or attempt to cause, any disturbance at a Nomination Meeting or at the Polling Station.

71. Disclosure of Election Information

- 1) An Electoral Officer, Deputy or any other person will not divulge any information obtained by that officer or person in respect of the conduct of an Election:
 - (a) except as authorized under this Code; or

Sapotaweyak Cree Nation Election Code

- (b) unless that officer or person is required to give evidence in the course of an Election Appeal or a legal proceeding respecting the Election.

72. Corrupt Practices

- 1) Every person is guilty of an offence who, during an Election, directly or indirectly offers a bribe to influence an Elector to vote or refrain from voting for a particular Candidate, or during an Election, accepts a bribe that is offered.
- 2) Every person is guilty of an offence who, by intimidation or duress, compels an Elector:
 - (a) to vote or refrain from voting;
 - (b) to vote or refrain from voting for a particular Candidate;
 - (c) by any pretense or contrivance, to vote or refrain from voting for a particular Candidate.
- 3) Every person is guilty of a corrupt practice who contravenes sections 62 to 71 of this Code.

73. Penalties

- 1) Any Elector who is found guilty by the Sapotaweyak Cree Nation Elections Board of having committed an offence under this Code, may further be declared by the Board to be:
 - (a) ineligible to be a Candidate at an Election of Chief and Councillors for up to six (6) years; and/or
 - (b) ineligible to hold any appointment, commission, or office under the authority and control of the Chief and Councillors.

PART 13

SAPOTAWEYAK CREE NATION ELECTIONS BOARD

74. Appointment of the Sapotaweyak Cree Nation Elections Board

- 1) Immediately upon the coming into effect of this Code, the Chief and Council shall post a call for resumes of Sapotaweyak Cree Nation members who wish to sit as members of the Sapotaweyak Cree Nation Elections Board.
- 2) The call for resumes shall be posted for a period of not less than four (4) weeks.
- 3) The call for resumes will be:

Sapotaweyak Cree Nation Election Code

- (a) posted at the Head Office and delivered or mailed to Electors residing outside of the fifty (50) kilometer radius of the Sapotaweyak Cree Nation 65 Reserve; and
 - (b) posted on the SCN Website and in at least three (3) places within the lands of the Sapotaweyak Cree Nation.
- 4) At the conclusion of the posting period, the Chief and Councillors shall review all applications and appoint the members of the Sapotaweyak Cree Nation Elections Board. Therefore, the Chief and Councillors shall appoint the Sapotaweyak Cree Nation Elections Board six (6) months prior to an Election Day in a year in which an Election is required.

75. Composition

- 1) The Sapotaweyak Cree Nation Elections Board will be comprised of seven (7) members as follows:
- (a) six (6) Electors of the Sapotaweyak Cree Nation as defined by this Code;
 - (b) one person, at least 18 years of age, who is not a member of the band and who does not have a vested interest in the outcome of the Election;

76. Eligibility

- 1) To sit as a member of the Board, a person must:
- (a) be aware of Sapotaweyak Cree Nation culture, traditions, principles, values, and customs;
 - (b) be knowledgeable of the Election Code;
 - (c) not have been convicted of an offence by way of indictment within the previous six (6) years prior to their appointment; and
 - (d) not have been found guilty by the Sapotaweyak Cree Nation Elections Board of a corrupt practice in connection with an election.
- 2) A person sitting as a member of the Sapotaweyak Cree Nation Elections Board will not be nominated nor run as a Candidate in any Election for the office of Chief and Councillors.

77. Term of Office

- 1) The term of office for the Board shall be three (3) years from the date of their appointment.
- 2) Notwithstanding subsection 77(1), the term of office for the first Board appointed pursuant to section 74 shall terminate six (6) months prior to the second General Election held under this Code.

Sapotaweyak Cree Nation Election Code

78. Officers of the Board

- 1) At its first meeting following its appointment, the Sapotaweyak Cree Nation Elections Board shall appoint a chairperson and a vice-chairperson and forward their names to the Chief and Councillors and post them at the Head Office of the Sapotaweyak Cree Nation, to the SCN website, and in at least three (3) public places within Sapotaweyak Cree Nation lands.

79. Oath of Office

- 1) Members of the Board will swear or affirm an Oath of Office before either Justice of the Peace, Notary Public, or a Commissioner for Oaths, swearing or affirming to:
 - (a) uphold and comply with this Code, Laws, and By-Laws of the Sapotaweyak Cree Nation;
 - (b) carry out their duties faithfully, honestly, impartially, without prejudice, to the best of their ability, and in the best interests of the Sapotaweyak Cree Nation; and
 - (c) keep confidential, both during and after their term of office, any matter or information which, under any Codes, Laws, By-Laws of the Sapotaweyak Cree Nation, is considered confidential.
- 2) Members of the Board will file sworn or affirmed Oaths of Office with the Sapotaweyak Cree Nation Band Development or its successors prior to assuming office.

81. Conflict of Interest

- 1) Upon receipt of an Election Appeal or Complaint, any Sapotaweyak Cree Nation Elections Board member who, as a result of a relationship, be it family, business, social, and who may be biased or appear to be biased or in conflict, will excuse themselves for the duration of the Appeal in question.
- 2) In the event of a Conflict of Interest, the remaining members will constitute a quorum.

82. Filing of an Election Appeal

- 1) A Candidate, an Elector, or group of Electors may file an Appeal of an Election to the Sapotaweyak Cree Nation Elections Board within thirty (30) Days from the date on which the Electoral Officer declared Candidates elected in an Election.
- 2) An Appeal submitted to the Sapotaweyak Cree Nation Elections Board must:

Sapotaweyak Cree Nation Election Code

- (a) be in writing as set out in an affidavit, sworn, or affirmed before either a Notary public or Commissioner for Oaths setting out the facts substantiating the grounds for Appeal, accompanied by any supporting documentation; and
- (b) be accompanied by a non-refundable fee in the amount of two hundred dollars (\$200) in cash, certified cheque, or money order payable to Sapotaweyak Cree Nation.

83. Grounds for Appeal

- 1) The Appeal, along with any supporting documentation, submitted pursuant to section 82 must set out reasonable grounds that:
 - (a) the person declared elected was not qualified to be a Candidate;
 - (b) there was a violation of this Code in the conduct of the Election that might have affected the result of the Election; or
 - (c) there was corrupt or fraudulent practice in connection with the Election.

84. Procedures upon Receipt of Appeal

- 1) Where an Appeal has been filed, the Sapotaweyak Cree Nation Elections Board will, within nineteen (19) Days from the date on which the Electoral Officer declared Candidates in an Election elected:
 - (a) if the appeal complies with the provisions of section 82 and 83, forward a copy together with supporting documents by registered mail to the Electoral Officer and to each Candidate at the Election; or
 - (b) if the Appeal does not comply with the provision of section 82 and 83, inform the Appellant, in writing, that the matter will not receive further consideration and set out the reasons as to the decision.
- 2) The Sapotaweyak Cree Nation Elections Board may, if the material filed is not adequate for deciding the validity or non-validity of the Appeal, conduct such further investigation into the matter as it deems necessary.

85. Response to the Appeal

- 1) Any Candidate, or the Electoral Officer may, within twenty-nine (29) Days from the date on which the Electoral Officer declared Candidates in an Election elected, forward to the Sapotaweyak Cree Nation Elections Board by registered mail, a written response to the Appeal together with any supporting documentation.

Sapotaweyak Cree Nation Election Code

86. Holding of Inquiry of Appeals

- 1) The Board will, within thirty-four (34) Days from the date on which the Electoral Officer declared Candidates in an Election elected, convene to consider the Appeal.
- 2) The Board will ensure that all proceedings of the inquiry are recorded and deposited with the Executive Secretary to Chief and Councillors.

87. Decision

- 1) Within forty-four (44) Days from the date on which the Electoral Officer declared Candidates in an Election elected, the Sapotaweyak Cree Nation Elections Board will rule:

- (a) that the evidence presented was not sufficiently substantive to determine that:
 - (i) a violation of this Code had taken place that might have affected the result of an Election;
 - (ii) a person declared elected was not qualified to be a Candidate;
 - (iii) there was a corrupt or fraudulent practice in connection with the Election that might have affected its result.

And dismiss the Appeal; or

- b) that all the evidence and information gathered allows for the reasonable conclusion that:
 - (i) a violation of this Code has taken place that might have affected the result of an Election;
 - (ii) a person declared elected was not qualified to be a Candidate;
or
 - (iii) there was a corrupt or fraudulent practice in connection with the Election that might have affected its results;

And uphold the Appeal by setting aside the Election of one or more Chief and Councillors.

- 2) The decision of the Sapotaweyak Cree Nation Elections Board made pursuant to subsection (1) will be:
 - (a) sent by registered mail to the Electoral Officer, the Candidates, and the Appellant(s);

Sapotaweyak Cree Nation Election Code

- (b) posted at the Head Office, the SCN website and in at least three (3) public places within the lands of the Sapotaweyak Cree Nation.
- 3) The Sapotaweyak Cree Nation Elections Board shall recognize that time is of the essence and shall endeavour, as circumstances permit, to rule on any Appeal or Complaints submitted to it.

88. Filing of Complaints

- 1) An Elector or group of Electors may file a Complaint that a provision or provisions of this Code have not been complied with or has been violated by a member or members of the Chief and Council or any other person as may be the case.
- 2) A Complaint submitted to the Sapotaweyak Cree Nation Elections Board must:
 - (a) be in writing as set out in an affidavit sworn or affirmed before either a Notary Public or Commissioner for Oaths setting out the facts substantiating the grounds for the Complaint, accompanied by any supporting documentation; and
 - (b) be accompanied by a non-refundable fee in the amount of two hundred dollars (\$200.00) in cash, certified cheque, or money order payable to Sapotaweyak Cree Nation.

89. Procedures on Receipt of Complaint

- 1) Where a Complaint has been filed, the Sapotaweyak Cree Nation Elections Board will, within ten (10) Days after the receipt of the Complaint:
 - (a) if the Complaint complies with the provisions of section 88, forward a copy together with supporting documents, by registered mail, to the person who is the subject of the Complaint; or
 - (b) if the Complaint does not comply with the provisions of section 88, inform the Complainant(s), in writing, that the matter will not receive further consideration and set out the reasons for the decision.
- 2) The Sapotaweyak Cree Nation Elections Board may, if the material filed is not adequate for deciding the validity or non-validity of the Complaint, conduct further investigation into the matter as it deems necessary.

90. Response to the Complaint

- 1) The person against whom a Complaint has been filed may, within fourteen (14) Days of receipt the Complaint, forward to the Sapotaweyak Cree Nation

Sapotaweyak Cree Nation Election Code

Elections Board, by registered mail, a written response to the Complaint together with any supporting documentation.

91. Holding of Inquiry of Complaints

- 1) The Sapotaweyak Cree Nation Elections Board will, within thirty (30) Days after the receipt of the Complaint, convene to consider the Complaint.
- 2) The Sapotaweyak Cree Nation Elections Board will ensure that all proceedings of the inquiry are recorded and deposited with the Executive Secretary to the Chief and Councillors.

92. Decision

- 1) Within ten (10) Days, after the end of the period specified in subsection 91(1), the Sapotaweyak Cree Nation Elections Board will rule:
 - (a) that the evidence and information gathered allows for the reasonable conclusion that a violation or non-compliance of this Code has taken place and uphold the Complaint by enforcing the provision of the Code against the person found guilty of the violation or non-compliance, which may, at the discretion of the Sapotaweyak Cree Nation Elections Board, include removal of a Chief or Councillor from office.
 - (b) that all the evidence and information gathered allows for the reasonable conclusion that a violation or non-compliance of this Code has taken place and upholds the Complaint by enforcing the provisions of this Code against the person found guilty of the violation or non-compliance, which may, at the discretion of the Sapotaweyak Cree Nation Elections Board, include removal of a Chief or Councillor from office.
- 2) The decision of the Sapotaweyak Cree Nation Elections Board made pursuant to subsection (1) will be:
 - (a) sent by registered mail to the person who is subject of a Complaint, Chief and Councillors and the Complainant(s);
 - (b) posted at the Head Office, the SCN website and in at least three (3) public places within the lands of the Sapotaweyak Cree Nation.
- 3) The Sapotaweyak Cree Nation Elections Board shall recognize that time is of the essence and shall endeavour as circumstances permit, to rule on any Complaints submitted to it.

PART 14

AMENDMENT TO CODE

93. Administrative Procedures and Policies

- 1) The Chief and Councillors may, by resolution, adopt policies and procedures documenting the implementation of this Code.

94. Amendments

- 1) This Code may be amended or repealed, in whole or in part, by the Electors of the Sapotaweyak Cree Nation only at a duly convened Special Meeting called for that purpose.

95. Submission of Proposed Amendments

- 1) Any Elector may submit, in writing, requests or proposals for amendments or repeals to any part of this Code, including grounds or reasons for same, to the Sapotaweyak Cree Nation Elections Board for their review and consideration.
- 2) The Sapotaweyak Cree Nation Elections Board will reject a request or proposal for amendments or repeals, where:
 - (a) no grounds, insufficient grounds, or frivolous or vexatious grounds are set out to justify the proposed amendments or repeals;
 - (b) the proposed amendments or repeals would create self-evident unfairness and inequality, or otherwise invalidate the rights of the Electors or compromise the electoral process.
 - (c) the proposed changes would be in violation of law; or
 - (d) the proposed changes would be impossible to implement.

96. Notice of Amendment

- 1) Subject to subsection 96(2), upon receipt of an amendment proposal in accordance with this Code, the Sapotaweyak Cree Nation Elections Board will prepare a notice that sets out:
 - (a) a summary of the proposed amendment(s) to this Code;
 - (b) a statement that the full copy of the proposed amendment(s) can be obtained at the Sapotaweyak Cree Nation Administration Office; and
 - (c) a description of the amendment process.

Sapotaweyak Cree Nation Election Code

- 2) The notice will be:
 - (a) posted at the Head Office, and delivered or mailed to Electors residing outside the fifty (50) kilometer radius of the Sapotaweyak Cree Nation 65 Reserve; and
 - (b) posted to the SCN Website and in at least three (3) places within the lands of the Sapotaweyak Cree Nation.

97. Electors May Comment on Proposed Amendments

- 1) Electors may, within thirty (30) Days of publication of the notice outlined in 96, provide comments concerning the proposed amendments in writing to the Sapotaweyak Cree Nation Elections Board.
- 2) Following receipt of comments concerning the proposed amendments, the Sapotaweyak Cree Nation Elections Board will review comments and make changes to the proposed amendments as they deem necessary in order to arrive at a final amendment proposal.

98. Special Meeting on Proposed Amendments

- 1) The Sapotaweyak Cree Nation Elections Board will present the final amendment proposal to the Electors at a Special Meeting called for that purpose.

99. Referendum on Proposed Amendments

- 1) Following the Special Meeting held pursuant to section 98, the Sapotaweyak Cree Nation Elections Board will submit the approved final amendment proposal in a referendum to be conducted in accordance with the Codes and By-Laws of the Sapotaweyak Cree Nation as amended from time to time.
- 2) Amendments to this Code will not be in effect unless at least two hundred (200) of the Electors have voted on the proposed amendments and, of those voting, at least fifty percent plus one (50% + 1) have voted in favour of the amendments.
- 3) Where the majority of the Electors voting at a referendum vote in favour of the proposed amendments to this Code, the Code will be deemed to have been amended, and the Sapotaweyak Cree Nation Elections Board will cause the Code to be so amended accordingly.

100. Elections after Amendment of this Code

- 1) Elections held under the amended Code will take place no sooner than one hundred (100) Days from the date of the referendum.

Sapotaweyak Cree Nation Election Code

APPENDIX "A"

PERMISSION TO RELEASE PERSONAL INFORMATION FORM

I, _____, hereby give my permission for the Electoral Officer to provide all the Candidates in this Election with my name and mailing address so I can receive information by mail from the Candidates.

Address: _____

Dated this _____ day of _____, _____.

Signature of Elector

Sapotaweyak Cree Nation Election Code

APPENDIX "B"

NOMINATION FORM

NOMINATION FORM

(PLEASE PRINT CLEARLY)

I, _____, member of the Sapotaweyak Cree Nation,
Treaty No. _____
do hereby nominate _____
for the office of _____.

Signature

I, _____, member of the Sapotaweyak Cree Nation,
Treaty No. _____
do hereby second the nomination _____
for the office of _____.

Signature

FOR ELECTORAL OFFICER OR DEPUTY ELECTORAL OFFICE USE ONLY:

Date received on: _____ Time: _____

Received by: _____ Signature: _____

Sapotaweyak Cree Nation Election Code

APPENDIX "C"

ACCEPTANCE OF NOMINATION FORM

ACCEPTANCE OF NOMINATION FORM

(PLEASE PRINT CLEARLY)

Name as I wish it to appear on the ballot:

Candidate's residential address:

P.O. Box / Apartment or House Number/ Street

City/Town

Province

Postal Code

Telephone Number

Treaty Number

Consent of Nominee:

- I am eligible to be a candidate under the Sapotaweyak Cree Nation Election Code.
- I consent to my name appearing on the ballot paper.
- I will abide by the Sapotaweyak Cree Nation Election Code.

Sapotaweyak Cree Nation Election Code

- I do hereby consent to this nomination.

Elector Signature

Date

Witness Name (Print)

Witness Signature

Date

FOR ELECTORAL OFFICER OR DEPUTY ELECTORAL OFFICE USE ONLY:

Date received on: _____ Time: _____

Received by: _____ Signature: _____

Sapotaweyak Cree Nation Election Code

APPENDIX "D"

BALLOT FOR CHIEF

C H I E F	NAME OF CANDIDATES
	Vote for ONE candidate only.
	Mark an "X" or "√" opposite the name of the person for whom you vote.

Sapotaweyak Cree Nation Election Code

APPENDIX "E"

BALLOT FOR COUNCILLORS

C O U N C I L L O R S	NAME OF CANDIDATES
	Vote for FIVE candidates only.
	Mark an "X" or "√" opposite names of the person(s) for whom you vote.

Sapotaweyak Cree Nation Election Code

APPENDIX "F"

ELECTOR DECLARATION FORM

ELECTION DECLARATION FORM

(PLEASE PRINT CLEARLY)

I, _____,

First Name

Middle Name(s)

Last Name

Treaty No. _____

Mailing Address:

P.O. Box / Apartment or House Number/ Street

City/Town

Province

Postal Code

Telephone Number

Do hereby declare that:

- I am an eligible elector under the Sapotaweyak Cree Nation Election Code.
- I am a Sapotaweyak Cree Nation Band Member.
- I will be 18 years of age on or before election day.
- I am not disqualified from voting under the Sapotaweyak Cree Nation Election Code.

Sapotaweyak Cree Nation Election Code

- I have not/will not attempt to vote more than once in this election.
- I will notify the Electoral Officer of any changes to my information.

Elector Signature

Date

Witness Name (Print)

Witness Signature

Date

FOR ELECTORAL OFFICER OR DEPUTY ELECTORAL OFFICE USE ONLY:

Date received on: _____ Time: _____

Received by: _____ Signature: _____

Sapotaweyak Cree Nation Election Code

APPENDIX "G"

'RETURN ENVELOPE'

(Postage Paid)

RETURN ENVELOPE

Electoral Officer

Sapotaweyak Cree Nation

General Delivery

Pelican Rapids, MB R0L 1L0

Sapotaweyak Cree Nation Election Code

APPENDIX "H"

BALLOT ENVELOPE

BALLOT ENVELOPE

INSERT BALLOT PAPER AND SEAL

DO NOT MAKE ANY MARKS ON THIS ENVELOPE

Sapotaweyak Cree Nation Election Code

APPENDIX 'I'

INSTRUCTIONS FOR COMPLETION OF BALLOT PAPERS

1. Fill out your **BALLOTS** by marking either an "X" or "✓" for ONE choice for Chief and a maximum of FIVE choices for Councillor.
2. Once you complete your **BALLOT**, fold the **BALLOT** in a manner that conceals the name(s) of the Candidate(s) but exposes the Electoral Officer's initials on the back then place it in the **BALLOT ENVELOPE** and seal it.
3. Fill out your **ELECTOR DECLARATION FORM**. Ensure Elector and Witnesses sign and date the form.
4. Place the **BALLOT ENVELOPE** and the completed **ELECTOR DECLARATION FORM** inside the **RETURN ENVELOPE** and seal it.
5. Mail your postage paid **RETURN ENVELOPE** as soon as possible.

Sapotaweyak Cree Nation Election Code