

Little Traverse Bay Bands of Odawa Indians
ELECTION BOARD
GUIDELINES FOR 2023 CANDIDATE STATEMENT

- All candidate names will be listed on the Election Board webpage of the LTBB website <https://ltbbodawa-nsn.gov/election-board> in chronological order of the date and time their complete Candidate Nomination Petition packet was received.
- Submitting a Candidate Statement is not required, it is optional.
- Candidate Statements will be posted in the Statements section of the Election Board webpage.
- Candidates who choose not to submit a Statement will not be listed in the Statements section of the webpage.
- Submit your Candidate Statement on or before the due date of Tuesday, March 21, 2023.
- Candidate Statements will only be accepted electronically, via email to the Election Board at ElectionBoard@LtbbElectionBoard.org
- Candidate Statements must be submitted as an attachment to the email, in Microsoft Word format, Calibri Font, Size 12, Single-Spaced.
- Candidate Statements are limited to a maximum of 500 words, as defined by the 'word-count' tool in MS Word.
- Candidate Statements may include a photo in a quality jpeg or png format that is also attached, separate from the Word document, to the email.
- Documents not submitted in formats outlined above will not be accepted. Candidate will be notified of why the submission does not meet the requirements. Submitting early may allow time for corrections and re-submitting by the deadline.
- Candidate Statements will be posted as submitted.
- Candidate Statements will not be proofread, corrected or edited in any manner by the Election Board, other than the Election Board formatting it for web content.
- All candidates are responsible for ensuring their Candidate Statement is correct, accurate and error-free, before submitting it. Any errors contained within the Candidate Statement are the result of negligence by the candidate.
- Once a Candidate Statement is submitted, it cannot be edited or replaced, beyond the due date.
- The Election Board Secretary will email the candidate for their approval on how the final proof of the statement will appear on the website.
- All statements submitted will be posted to the website on/before Tuesday, March 28, 2023.
- A candidate may withdraw their statement, at any time before the election, by written request via email to the Election Board. The Statement will be permanently withdrawn.
- Once a Candidate Statement is withdrawn, the candidate may not submit another Candidate Statement in the same election cycle.
- Candidate Statements that are not withdrawn will remain on the Election Board webpage.

Carla J. Osawamick, Secretary
LTBB Election Board
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