



RESOLUTION

List No. 1363

WHEREAS, the Comanche Business Committee has been presented a list containing applicants who have filed for membership with the Comanche Nation; and

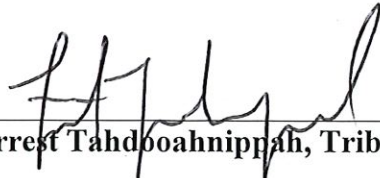
WHEREAS, the list includes the names of applicants who have been **verified as eligible** pursuant to Article III, Section 1(c) Membership, of the Constitution of the Comanche Nation which states "All descendants of allottees eligible for membership under the provision of Section 1(a) of the Article, having one-eighth (1/8) or more degree of Comanche Indian Blood;" and

NOW THEREFORE BE IT RESOLVED, that the Comanche Business Committee accept the verification of eligibility for the applicants as shown on **List No. 1363** by the Comanche Nation Enrollment Office; and


BE IT FURTHER RESOLVED, that the Comanche Nation Enrollment Office notify the eligible applicant by letter of their approved membership and further that the enrolled member be provided information concerning their enrollment, including name, date of birth, roll number, social security number and degree of Comanche blood.

CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Code Talker Room located within the Comanche Nation Complex, Lawton, Oklahoma, by a majority vote of 5 for, 0 against, and 0 abstentions, a quorum being present.


Forrest Tahdooahnippah, Tribal Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer

COMANCHE

List No. 1363

Constitution and By-Laws, “The membership of the Comanche Nation shall consist of the following: All the Descendants of allottees **eligible for membership** under the provisions of Section 1 (a) of the Article, having one-eight (1/8) or more degree of COMANCHE Indian Blood.”

- *Eligible*

Minors -

ONLINE FORMAT

Name	Sex	DOB	BQ	STATE
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Alligood, Michael Brooks

Bertucci, Cecilio Immanual

Bertucci, Lodovico Anthony Leigh

Carroll, Brooks Jay

Casey, Alba Jean Diane

Cleveland, Katherine Scarlett

Cruz, Motlee Aizen Dean

Hart, Hunter Romero

Heard, Madden Monroe Renee

Jenkins, Crew Nickell

Johnson, Ivy Leigh

Littlechief, Aulora Kairi

Littlechief, Draven Paul

Moore, Houston Wade

COMANCHE

List No. 1363

Constitution and By-Laws, “The membership of the Comanche Nation shall consist of the following: All the Descendants of allottees **eligible for membership** under the provisions of Section 1 (a) of the Article, having one-eight (1/8) or more degree of COMANCHE Indian Blood.”

- *Eligible*

Minors -

ONLINE FORMAT

Name	Sex	DOB	BQ	STATE
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Nolasco Red Elk, Celicia Nina
Amara

Tate, Kaia Dawn-Tooahimpah

Valdez, Adanis Greyson

Yarbrough, Ayme Elohim



RESOLUTION

List No. 1364

WHEREAS, the Comanche Business Committee has been presented a list containing **adult** applicants who have filed for membership with the Comanche Nation; and

WHEREAS, the list includes the names of applicants who have been verified as eligible pursuant to Article III, Section 1(c) Membership, of the Constitution of the Comanche Nation which states "All descendants of allottees eligible for membership under the provision of Section 1(a) of the Article, having one-eighth (1/8) or more degree of Comanche Indian Blood;" and

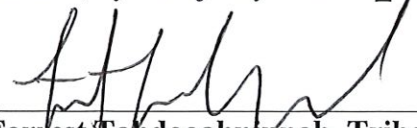
WHEREAS, the list of applicants is considered **adults but have not been enrolled in any other tribe** and the documentary evidence is on file with the Enrollment Office; and

NOW THEREFORE BE IT RESOLVED, that the Comanche Business Committee accept the verification of eligibility for the applicants as shown on **List No. 1364** by the Comanche Nation Enrollment Office; and

BE IT FURTHER RESOLVED, that the Comanche Nation Enrollment Office notify the eligible applicant by letter of their approved membership and further that the enrolled member be provided information concerning their enrollment, including name, date of birth, roll number, social security number and degree of Comanche blood.

CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of **April, 2025**, at the Comanche Code Talker Room located within the Comanche Tribal Complex, Lawton, Oklahoma, by a majority vote of 5 for, 0 against, and 0 abstentions, a quorum being present.


Forrest Tahnoodahnippah, Tribal Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer

COMANCHE

List No. 1364

Determined to be eligible pursuant to Article III, Section 1(c), Membership of the Comanche Constitution and By-Laws, “The membership of the Comanche Nation shall consist of the following: All the Descendants of allottees eligible for membership under the provisions of Section 1 (a) of the Article, having one-eight (1/8) or more degree COMANCHE Indian Blood.”

-ONLINE FORMAT-

Name	Sex	Date of Birth	Blood Degree	State
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Johnson, Megan Leigh

Tsoumpas, Travis Scott



List No. 1365

RESOLUTION

WHEREAS, the Comanche Business Committee has been presented a list of applicants who have filed for membership with the Comanche Nation; and


WHEREAS, the documentary evidence on file with the Comanche Nation Enrollment Office and information furnished by each applicant named on **List No. 1365** does not possess the required one-eighth (1/8) degree Comanche blood as provided by Article III Section 1(c) of the Comanche Constitution.

NOW THEREFORE BE IT RESOLVED, that each applicant named on the attached **List No. 1365** is determined to be **ineligible for membership** with the Comanche Nation of Oklahoma because they **do not meet** the provisions of Article III, Section 3(c) of the Comanche Nation's Constitution.

BE IT FURTHER RESOLVED, that each applicant on **List No. 1365** be officially notified of their rejection for membership, stating the reason for such determination and including the appropriate appeals provisions.

CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Code Talker Room located within the Comanche Nation Complex, Lawton, Oklahoma, by a majority vote of 5 for, 0 against, and 0 abstentions, a quorum being present.


Forrest Tahdpoahnippah, Tribal Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer

COMANCHE

List No. 1365

The applicants named below **do not qualify** for enrollment pursuant to Article III, Section 1(c), “The membership of the Comanche Nation shall consist of the following: “All descendants of allottees eligible for membership under the provision of Section 1(a) of this article, having one eighth (1/8) or more degree Comanche Indian Blood.”

Ineligible Blood Quantum “ONLINE FORMAT”

NAME	SEX	DATE OF BIRTH	BLOOD DEGREE
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Castillo, Maria Isabel

Justo, Axel Rosas



RESOLUTION

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article 6, Section 7(f), provides that the Comanche Business Committee has the authority to implement, administer, and report on progress of programs adopted by the Tribal Council; and

WHEREAS, the Comanche Business Committee is the duly elected official body designated to conduct business for and on behalf of the Comanche Nation; and

WHEREAS, the Comanche Nation Department of Transportation desires to purchase two (2) Dump trucks for the Gravel/Tinhorns Program. These vehicles will be purchased with the Transportation profit fund. (Please review attached documents for detailed information); and

THEREFORE, NOW BE IT RESOLVED, the Comanche Nation Business Committee hereby approves the purchase of (1) 2023 Ford Dump Truck F450 in the amount of \$78,263 and (1) 2023 Ford Dump Truck F550 in the amount of \$85,150 from Olathe Ford Commercial for the Gravel Tinhorns Program.

BE IT FURTHER RESOLVED, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.

CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Code Talkers Room located within the Comanche Nation Complex, Lawton, Oklahoma, by a majority vote of 5 for, 0 against, and 0 abstentions, a quorum being present.


Forrest Tahdoahnippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer



RESOLUTION

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article 6, Section 7(f), provides that the Comanche Business Committee has the authority to implement, administer, and report on progress of programs adopted by the Tribal Council; and


WHEREAS, the Comanche Nation Department of Transportation desires to update the **Long-Range Plan** by adding the following route to the **National Transportation Facility Inventory, (NTTFI) Route# 7526, Cache Development located in Cache, Comanche County Oklahoma**. Then add this Route to the **Transportation Improvement Plan (TIP)**. (Please view the attached detailed list of route).

NOW THEREFORE BE IT FURTHER RESOLVED, the Comanche Business Committee hereby approves for Bureau of Indian Affairs, Branch of Transportation, SPRO to add the above route to the **National Tribal Transportation Facility Inventory (NTTFI)** and the **Transportation Improvement Plan (TIP)**.


BE IT FURTHER RESOLVED, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.

CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 5 for, 0 against, and 0 abstaining, a legal quorum being present.


Forrest Tahdooahnippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer

COMANCHE

Route No. 7526 Located at the NE $\frac{1}{4}$ of the SE $\frac{1}{4}$ of section 14, T2N, R14W, in the town of Cache, Comanche County Oklahoma.



RESOLUTION

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article 6, Section 7(j), provides that the Comanche Business Committee has the authority to promulgate and enforce ordinances and codes governing law and order to protect the peace, health, safety, and general welfare on land determined to be within Comanche tribal jurisdiction; and

WHEREAS, the Comanche Business Committee has promulgated a gaming ordinance authorizing the conduct of gaming by the Comanche Nation under the Indian Gaming Regulatory Act; and

WHEREAS, Pursuant to Section 206(E) of the Gaming Ordinance provides that the Comanche Business Committee may set strategic objectives for Comanche Nation Entertainment; and

WHEREAS, Pursuant to TC 06-2024, in order to facilitate more capital improvement projects, the Comanche Business Committee requested that the Tribal Council increase the cap on the Comanche Business Committee's ability to provide a waiver of sovereign immunity to fifteen million dollars (\$15,000,000.00), which was then approved by the Tribal Council via Special Election; and

NOW THEREFORE BE IT FURTHER RESOLVED, the Comanche Business Committee hereby approves and directs Comanche Nation Entertainment to solicit and obtain financing related to the Comanche Nation Entertainment master plan which includes the following:

- Phase I – Comanche Nation Casino Fuel Center, Comanche Nation Casino Maintenance Building, Red River Fuel Center, Red River RV Park, Top Golf Swing Suites
- Phase II – Comanche Nation Casino Hotel Tower, Comanche Nation Casino Expansion, Comanche Nation Casino Event Center
- Phase III – Red River Event Center, Red River Maintenance Building
- Phase IV – Red River Hotel Tower

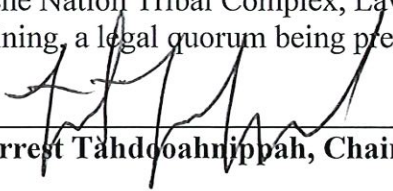
BE IT FURTHER RESOLVED, this Resolution is subject to the Comanche Business Committee's right to make amendments or modifications, as recommended by Comanche Nation Entertainment, to the master plan and phasing in the future;

BE IT FURTHER RESOLVED, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.



CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 6 for, 0 against, and 0 abstaining, a legal quorum being present.



Forrest Tahdoahnippah, Chairman

ATTEST:



Robert Tippeconnie, Secretary/Treasurer



RESOLUTION

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article 6, Section 7(f), provides that the Comanche Business Committee has the authority to implement, administer, and report on progress of programs adopted by the Tribal Council; and

WHEREAS, the Comanche Business Committee passed Resolution No. 47-2024 on April 6, 2024, which approved former Tax Administrator Nicholas Hutchins online access, viewing, acquiring rights, and printing, not to transfer, withdrawal funds or anything from City National Bank ending in 2357, 3312, and Liberty National Bank ending in 0377; and

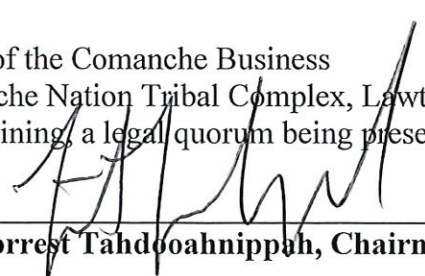
WHEREAS, the Comanche Business Committee deems it necessary to revoke the rights of former Tax Administrator, Nicholas Hutchins, from online access, viewing, acquiring rights, and printing, not to transfer, withdrawal funds or anything from City National Bank ending in 2357, 3312, and Liberty National Bank ending in 0377; and

NOW THEREFORE BE IT FURTHER RESOLVED, the Comanche Business Committee approves City National Bank & Trust and Liberty National Bank to revoke the rights of former Tax Administrator Nicholas Hutchins to view all company bank accounts.

BE IT FURTHER RESOLVED, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.

CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, **2025**, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 6 for, 0 against, and 0 abstaining, a legal quorum being present.


Forrest Tahdoahnippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer



**RESOLUTION APPROVING UPDATES TO THE COMANCHE HEMP PLAN AND
AUTHORIZING THE CHAIRMAN OF THE COMANCHE NATION TO SIGN THE HEMP
PROGRAM CERTIFICATION**

WHEREAS, the Comanche Nation is a federally-recognized Indian Tribe with a Constitution approved by the Secretary of the Interior on January 9, 1967, to safeguard tribal rights, powers, and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Nation Constitution, Article 6, Section 7(j), provides that the Comanche Business Committee has the authority to promulgate and enforce ordinances and codes governing law and order to protect the peace, health, safety, and general welfare on land determined to be within Comanche tribal jurisdiction; and

WHEREAS, the Comanche Business Committee passed Resolution No. 108-2020 on September 5, 2020, which enacted the “Comanche Hemp Plan” and authorized the Chairman of the Comanche Nation to submit the Comanche Hemp Plan to the United States Department of Agriculture (“USDA”) for review and approval; and

WHEREAS, the USDA subsequently approved the Comanche Hemp Plan and authorized the Comanche Nation to regulate hemp cultivation pursuant to its approved Comanche Hemp Plan; and

WHEREAS, after the USDA approved the Comanche Hemp Plan, the USDA subsequently promulgated a Final Rule on the Establishment of a Domestic Hemp Production Program, published in the Federal Register as 86 FR 5596, which modified requirements for maintaining records about the land where hemp is produced, testing the levels of total delta-9 tetrahydrocannabinol, disposing of non-compliant plants, licensing hemp producers, and ensuring compliance under the federal regulations; and

WHEREAS, the Comanche Nation has updated the Comanche Hemp Plan to comply with the USDA’s Final Rule, published in the Federal Register as 86 FR 5596; and

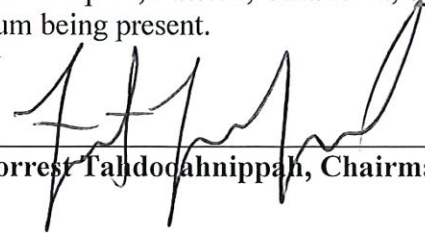
NOW, THEREFORE BE IT ENACTED, the Comanche Business Committee, hereby adopts the Comanche Hemp Plan; and

BE IT NOW FURTHER RESOLVED, the Comanche Business Committee authorizes and directs the Chairman of the Comanche Business Committee to sign the Hemp Program Certification and send the Certification and updated Comanche Hemp Plan to the USDA for approval.

COMANCHE

CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 6 for, 0 against, and 0 abstaining, a legal quorum being present.


Forrest Tahdodahnippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer

HEMP CULTIVATION PLAN

Section # 101 – Authorized Conduct:

The Comanche Nation authorizes Hemp cultivation and establishes primary regulatory authority over Hemp cultivation within the jurisdiction of the Comanche Nation, regardless of the extent of its inherent regulatory authority.

[History: PUBLIC LAW # 108-2020, September 05, 2020; as amended by PUBLIC LAW # XX-2022, January 8, 2022]

Section # 102 – Definitions:

As used in this Plan, unless the context otherwise requires, the term:

- (a) “Acceptable Hemp THC Level” means when a laboratory tests a sample, it must report the total delta-9 tetrahydrocannabinol content concentration level on a dry weight basis and the measurement of uncertainty. The Acceptable Hemp THC Level for the purpose of compliance with the requirements of this hemp plan is when the application of the measurement of uncertainty to the reported total delta-9 tetrahydrocannabinol content concentration level on a dry weight basis produces a distribution or range that includes 0.3% or less. For example, if the reported total delta-9 tetrahydrocannabinol content concentration level on a dry weight basis is 0.35% and the measurement of uncertainty is +/-0.06%, the measured total delta-9 tetrahydrocannabinol content concentration level on a dry weight basis for this sample ranges from 0.29% to 0.41%. Because 0.3% is within the distribution or range, the sample is within the Acceptable Hemp THC Level for the purpose of compliance. This definition of Acceptable Hemp THC Level affects neither the statutory definition of hemp, 7 U.S.C. 1639o(1), in the 2018 Farm Bill nor the definition of “marihuana,” 21 U.S.C. 802(16), in the Controlled Substances Act.
- (b) “AMS” means the United States Department of Agriculture Agricultural Marketing Service.
- (c) “Business day” means any calendar day except Saturday, Sunday, and any federal holiday.
- (d) “CBC” means the Comanche Business Committee.
- (e) “Commission” means the Comanche Tax Commission established under the General Revenue & Taxation Act of 1995.
- (f) “DEA” means the U.S. Drug Enforcement Administration.

- (g) “Disposal” means destroying non-compliant hemp by performing any one or combination of the following on-farm activities: plowing under, mulching / composting, disking, bush mowing, deep burial, and burning.
- (h) “Dry Weight Basis” means the ratio of the amount of moisture in a sample to the amount of dry solid in a sample. A basis for expressing the percentage of a chemical in a substance after removing the moisture from the substance.
- (i) “FSA” means the United States Department of Agriculture Farm Service Agency.
- (j) “Hemp” means the plant *Cannabis sativa* L. and any part of that plant including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a total delta-9 tetrahydrocannabinol concentration of not more than three-tenths of one percent (0.3%) on a dry weight basis.
- (k) “Key Participant” is a person or persons who have a direct or indirect financial interest in the entity cultivation of Hemp, such as an owner or partner in a partnership. A Key Participant also includes individuals in a corporate entity at executive levels including chief executive officer, chief operating officer and chief financial officer. This does not include management as farm, field, or shift managers.
- (l) “License” means the official and legal privilege and authority, granted by the Commission to a Licensee to engage in the cultivation of Hemp. A License is a revocable privilege and not a vested right
- (m) “Licensee” means any person licensed by the Commission to engage in cultivation of Hemp.
- (n) “Lot” means a contiguous area in a field, greenhouse, or indoor growing structure containing the same variety or strain of cannabis throughout. In addition, “Lot” is a common term in agriculture that refers to the batch or contiguous, homogeneous whole of a product being sold to a single buyer at a single time. The term “Lot” also means the terms “farm”, “tract”, “field”, and “subfield” as these are used by the FSA. Under the terms of this Plan, “Lot” is to be defined by the Licensee in terms of farm location, field acreage, and variety (i.e., cultivar) and to be reported as such to the FSA.
- (o) “Remediation” refers to any process by which non-compliant hemp (THC concentration > 0.3%) is rendered compliant (THC concentration ≤ 0.3%). Remediation can be achieved by separating and destroying non-compliant flowers while retaining stalks, leaves, and seeds; or by shredding the entire hemp plant to create a homogenous “biomass” that can be retested for THC compliance.

- (p) “Sampling Agent” means an agent of the Commission authorized and trained to take samples of Hemp for testing and regulatory purposes.
- (q) “Secretary” means the Secretary of Agriculture.
- (r) “Territory of an Indian Tribe” means (i) all land within the limits of any Indian reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, including rights-of-way running through the Reservation; (ii) all dependent Indian communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state; (iii) all Indian allotments, the Indian titles to which have not been extinguished, including rights-of-way running through the same; and (iv) any lands title to which is either held in trust by the United States for the benefit of any Indian Tribe of individual or held by any Indian Tribe or individual subject to restriction by the United States against alienation and over which any Indian Tribe exercises jurisdiction.
- (s) “THC” means delta-9- tetrahydrocannabinol concentration (the primary intoxicating component of Cannabis).
- (t) “USDA” means the United States Department of Agriculture.

[History: PUBLIC LAW # 108-2020, September 05, 2020; as amended by PUBLIC LAW # XX-2022, January 8, 2022]

Section # 103 – Regulation of Hemp Cultivation:

- (a) Establishment. A regulatory program is hereby established under the Commission, and the initiation, administration, regulation, and enforcement of Hemp cultivation shall be the responsibility of the Commission.
- (b) Powers. The Commission may exercise the following powers to properly regulate Hemp cultivation:
 - (1) conduct random inspections of Licensees pursuant to Section 105 to ensure compliance with the laws of the Comanche Nation and applicable federal laws;
 - (2) propose regulations to the CBC necessary to carry out the implementation of this Plan; or
 - (3) delegate duties related to inspecting, sampling, and testing to be conducted by a professional of the Comanche Agriculture Program.
- (c) Duties. The Commission shall:
 - (1) draft applications pursuant to Section 104(b);

- (2) assign Licenses pursuant to Section 104(d);
- (3) conduct an annual inspection of, at a minimum, a random group of Licensees pursuant to Section 105 to verify that Hemp is not produced in violation of this Plan;
- (4) sample Hemp pursuant to Section 106(a);
- (5) conduct testing pursuant to Section 106(b);
- (6) maintain records received from applicants under Section 104(c) for at least three (3) years;
- (7) maintain investigation findings pursuant to Section 105 for at least three (3) years;
- (8) maintain all reports submitted by Licensee pursuant to Section 104(f) for at least three (3) years;
- (9) draft and submit the Licensee Report pursuant to Section 107(a) to USDA in a digital format prior to the first Business Day of each month;
- (10) submit the Hemp Remediation or Disposal Report received by Licensee pursuant to Section 108(b) to USDA in a digital format prior to the first Business Day of each month;
- (11) promptly notify USDA by certified mail or electronically of any final Test Results Report received under Section 104(f)(3);
- (12) draft and submit the Annual Report to USDA prior to December 15 pursuant to Section 107(d);
- (13) receive information under Section 107(e) from Licensee and submit it to the USDA within thirty (30) days of receipt and in a format compatible with USDA's information sharing systems;
- (14) establish a Corrective Action Plan pursuant to Section 108(a)(2);
- (15) conduct inspections of Licensees who negligently violated this Plan;
- (16) provide notice required under Section 108(b) for violations where Licensee had a culpable mental state greater than negligence; and
- (17) Establish Tribal training procedures to certify Sampling Agents.

[History: PUBLIC LAW # 108-2020, September 05, 2020; as amended by PUBLIC LAW # XX-2022, January 8, 2022]

Section # 104 – Hemp Cultivation License:

- (a) License Required. Any person Cultivating or intending to Cultivate Hemp within the Comanche Nation's jurisdiction shall first obtain a License from the Commission.
- (b) Application Contents. The Application shall include:
 - (1) contact information of the applicant including their full legal name, mailing address, telephone number, and email address;
 - (2) contact information for business entity applicants including the full legal name of the entity, address for principal place of business, and the job title for each Key Participant, the full legal name of each Key Participant, EIN number for each Key Participant, and email address for each Key Participant;
 - (3) location of where Hemp will be Cultivated including street address, legal description of land, geospatial location for each Lot, and the acreage number or greenhouse square footage dedicated to Hemp cultivation; and
 - (4) a current Federal Bureau of Investigation Identity History Summary ("Criminal History Report") dated within sixty (60) days of submission of the application for each individual applicant and the Key Participant(s) of each business entity applicants.
- (c) Application.
 - (1) Any person may submit an application to the Commission. The application will be used for both new applicants and Licensees seeking renewal of their License.
 - (2) Any applicants who materially falsifies any information in the application shall be automatically deemed ineligible to participate as a Licensee.
- (d) Issuance of License.
 - (1) Licenses shall be valid until December 31 three (3) years after the License was issued.
 - (2) A License is a revocable privilege to conduct Hemp cultivation from within the Comanche Nation's jurisdiction.
 - (3) Licenses are non-transferable or assignable unless approved in writing by the Commission.
 - (4) Licenses must be provided in a format prescribed by the USDA.
- (e) Eligibility. Any person convicted of a felony relating to a controlled substance within any jurisdiction of the United States of America before, on or after the date

of the enactment of this Plan shall be ineligible to receive a License under Section 104(d), during the ten (10) year period following the date of the conviction unless the person was lawfully growing Hemp under the 2014 Farm Bill before December 20, 2018 and whose felony conviction occurred before December 20, 2018.

(f) Duties of Licensee. Licensees shall:

- (1) provide fifteen (15) day notice to the Commission of harvest date to schedule sampling as required under Section 106(a)(1);
- (2) attend investigations and sampling of Hemp conducted by Commission or cause an authorized representative of Licensee to be present during an investigation or sampling;
- (3) promptly send the Commission the final Test Results Report received pursuant to Section 106(b)(11);
- (4) remediate or dispose of Lot if testing indicates Hemp that contains higher than the Acceptable Hemp THC Level (THC concentration $\leq 0.3\%$);
- (5) create and promptly send Commission the Hemp Remediation or Disposal Report pursuant to Section 108(b);
- (6) maintain records regarding acquisition of Hemp for at least three (3) years;
- (7) maintain records regarding cultivation and handling of Hemp for at least three (3) years;
- (8) maintain records regarding storage of Hemp for at least three (3) years;
- (9) maintain records of all Test Results Reports received pursuant to Section 106(b)(11) for at least three (3) years;
- (10) maintain records of all Hemp Remediation or Disposal Reports created pursuant to Section 108(b) for at least three (3) years;
- (11) prepare and submit information required under Section 107(e) to the Commission each month;
- (12) make all records and reports available for inspection by the Commission;
- (13) bear any costs associated with Section 104(f) and Section 106;
- (14) provide Commission with complete and unrestricted access during business hours to all Hemp and other cannabis plants, whether growing or harvested, and all land, buildings, and other structures used for cultivation, handling or storage, and all locations listed in the Licensee's license; and
- (15) prepare and submit the following information to FSA each month:

- I. street address and, to the extent practicable, geospatial location for each lot or greenhouse where hemp will be produced. If a Licensee operates in more than one location, that information shall be provided for all production sites.
- II. acreage dedicated to the production of hemp, or greenhouse or indoor square footage dedicated to the production of Hemp; and
- III. License or authorization identifier.

[History: PUBLIC LAW # 108-2020, September 05, 2020; as amended by PUBLIC LAW # XX-2022, January 8, 2022]

Section # 105 – Inspections:

Inspections may include random sampling and testing by the Commission to determine Hemp compliance with the Plan. Commission inspections shall be conducted on a Business Day during normal business hours. All samples collected by the Commission become the property of the Comanche Nation and no compensation by the Comanche Nation or the Commission is required. Licensees do not have a reasonable expectation to privacy with respect to buildings or sites where Hemp is located.

[History: PUBLIC LAW # 108-2020, September 05, 2020; as amended by PUBLIC LAW # XX-2022, January 8, 2022]

Section # 106 – Final Sampling, Testing and Harvesting:

- (a) Sampling. The final sampling process shall be conducted as follows:
 - (1) within thirty (30) days of the anticipated harvest date, the Commission shall have a sampling agent trained using USDA or Tribal training procedures collect samples from the flower material of Hemp. Licensees may only collect samples from their own growing facilities for informal sampling;
 - (2) The sampling agent shall be provided complete and unrestricted access during business hours to all Hemp and other cannabis plants (whether growing or harvested), to areas where Hemp is grown or stored, and to all land, buildings, or other structures used for the cultivation, handling, or storage of all Hemp and other cannabis plants, and all locations listed in the Licensee's license;
 - (3) Samples shall be obtained from the flowering tops of the plants when flowering tops are present, and shall be approximately five (5) to eight (8) inches in length from the "main stem" (that includes the leaves and flowers), "terminal bud" (that occurs at the end of a stem), or "central cola" (cut stem that could develop into a bud) of the flowering top of a plant;

- (4) Samples of Hemp from one lot shall not be commingled with Hemp from other lots.
 - (5) the Commission must certify the method used for sampling the flower material of the Hemp represents a homogeneous composition of the Lot and was sufficient at a confidence level of 95% that no more than 1% of the Hemp in the Lot would exceed the Acceptable Hemp THC Level; and
 - (6) Commission shall transport sample to a DEA registered laboratory.
- (b) Testing. Testing shall be conducted by a DEA registered laboratory as follows:
- (1) completed using post-decarboxylation where the total THC concentration level reported accounts for the conversion of Delta-9 Tetrahydrocannabinol acid (“THCA”) into THC and reported by the DEA registered testing laboratory on a Dry Weight Basis;
 - (2) testing methodologies meeting the requirements of this paragraph include, but are not limited to, gas or liquid chromatography with detection;
 - (3) laboratory quality assurance must ensure the validity and reliability of test results;
 - (4) analytical method selection, validation, and verification must ensure that the testing method used is appropriate (fit for purpose) and that the laboratory can successfully perform the testing;
 - (5) the demonstration of testing validity must ensure consistent, accurate analytical performance;
 - (6) method performance specifications must ensure analytical tests are sufficiently sensitive for the purposes of the detectability requirements of this Plan;
 - (7) measurement of uncertainty shall be estimated and reported with test results;
 - (8) laboratories shall use appropriate, validated methods and procedures for all testing activities and evaluations of measurement of uncertainty;
 - (9) any laboratory used under this Section of the Plan must have an effective destruction procedure in accordance with 21 C.F.R. § 1317.15 for samples that exceed the Acceptable Hemp THC Level;
 - (10) Sample preparation of pre- or post-harvest samples shall require grinding of sample to ensure homogeneity of plant material prior to testing.

- (11) DEA registered laboratory shall ensure results are sent to Licensee;
 - (12) Licensee may request additional testing if it is believed test results were in error;
 - (13) Laboratories shall only submit final test results used to determine compliance with this Plan to the Commission; and
 - (14) Licensees may have informal testing done on samples at any time. Informal testing results may not be used to determine the Acceptable Hemp THC level. Test results from informal testing throughout the growing season shall not be reported to the Commission.
- (c) Harvesting. A harvest must occur no later than thirty (30) days from when a sample pursuant to this Plan was collected. If a harvest does not occur within thirty (30) days of the sample, a second pre-harvest sample of the Lot must undergo testing. Harvested Lots may not be commingled with other harvested Lots or other material. A harvest of any cannabis may not occur prior to samples being taken. Any Hemp grown in a lot where the Acceptable Hemp THC Level is noncompliant may not be processed or enter the stream of commerce and must be handled pursuant to Section 104(f)(4).

[History: PUBLIC LAW # 108-2020, September 05, 2020; as amended by PUBLIC LAW # XX-2022, January 8, 2022]

Section # 107 – Remediation or Disposal:

- (a) Application: When a sample tests over the acceptable hemp THC level according to laboratory results obtained through sampling and testing protocols under this Plan, all cannabis plants in the lot shall either be remediated to bring the lot under the acceptable THC concentration level, or all cannabis plants shall be disposed of.
- (b) Notification: Upon notification that a lot has tested above the acceptable hemp THC level, the licensee should notify the Commission of the licensee’s decision to either destroy or remediate the non-compliant lot in accordance with this Plan. The licensee shall also notify the Commission of their decision to either remediate or dispose of the non-compliant lot. Furthermore, the licensee should notify the Commission of remediation or disposal method.
- (c) Responsibility of Fees: It is the responsibility of the licensed producer or researcher to pay any fees associated with resampling, remediation, and/or disposal.
- (d) Remediation:
 - (1) Non-compliant hemp plants may be remediated by shredding the entire hemp plant to create “biomass.” All flowers, buds, trichomes, leaves, stalks, seed, and all plant parts from a lot should be chopped or shredded in such a way as to create a homogenous, uniform blend of the lot called “biomass.” This may be

done through shredders, composters, or specialty mechanical equipment. Lots should be kept separate and not be combined during this process.

- (2) Such biomass shall be resampled and retested to ensure the biomass material tests within an acceptable THC concentration level before it may enter the stream of commerce.
 - (3) An original copy of the resample test results, or a legible copy, should be retained by the licensee or an authorized representative and available for inspection for a period of three (3) years from the date of receipt.
 - (4) If, after resampling and retesting, the biomass tests above the acceptable THC concentration level, it is non-compliant hemp and must be disposed of as provided herein by the licensee, DEA registered reverse distributor, or Tribal Law Enforcement.
 - (5) Remediated biomass should be separated from any compliant hemp stored in the area and clearly labeled and demarcated as “hemp for remediation purposes.” All lots subject to remediation should be stored, labeled and demarcated apart from each other and from other compliant hemp lots stored or held nearby. Remediated biomass should not leave the labeled and demarcated area until a test result showing compliance with the acceptable hemp THC level is received or until the biomass will be destroyed.
- (e) Verification: Licensees must verify disposal or remediation by submitting required documentation in accordance with § 108(b). All records regarding disposal and remediation of all cannabis plants that do not meet the definition of hemp shall be made available for inspection by Tribal inspectors, auditors, or their representatives during reasonable business hours.

Section # 108 – Reports:

- (a) Licensee Report. The Licensee Report shall include:
- (1) full name of individual Licensee;
 - (2) full name of entity Licensee;
 - (3) full name of entity Key Participants;
 - (4) position title of Key Participants;
 - (5) License number;

- (6) legal description or geospatial location of location where Hemp is being produced;
 - (7) EIN number for each Key Participant;
 - (8) telephone number and email address for each Key Participant;
 - (9) updated information from previous Licensee Report's
 - (10) status of each Licensee's license;
 - (11) time period covered by each Licensee Report;
 - (12) indication of whether reporting cycle did not contain any changes.
- (b) Hemp Remediation or Disposal Report. The Hemp Remediation or Disposal Report shall include:
- (1) name and address of Licensee;
 - (2) License number;
 - (3) location information, such as Lot number, legal description, location type, and geospatial location or other valid land descriptor for the production area subject to remediation or disposal;
 - (4) total acreage or greenhouse square footage;
 - (5) information on the agent handling the remediation or disposal;
 - (6) date of the completion of remediation disposal;
 - (7) signature of the Licensee; and
 - (8) Commission agent certification of the completion of the remediation or disposal.
- (c) Test Results Report. The Test Results Report shall include:
- (1) name and address of Licensee;
 - (2) License number;
 - (3) location information, such as legal description, location type, and geospatial location;
 - (4) Lot number for where sample was taken;
 - (5) Name and DEA registration number of the laboratory;

- (6) general information identifying that the Hemp that is the subject of the certificate of analysis is the product of a sample tested by the DEA registered laboratory;
 - (7) the date the Hemp was sampled, the date testing was performed, and methodology used to analyze the sample;
 - (8) the THC concentration contained in the test sample; and
 - (9) a statement indicating whether the sample contained a THC concentration of not more than the Acceptable Hemp THC Level.
- (d) Annual Report. The Annual Report shall include:
- (1) total Hemp acreage or greenhouse square footage planted by all Licensees;
 - (2) total Hemp acreage or greenhouse square harvested by all Licensees; and
 - (3) total amount of Hemp remediated or disposed of by all Licensees.
- (e) Information Sharing Report. The Information Sharing Report shall include:
- (1) location information, such as Lot number, legal description, location type, and geospatial location;
 - (2) License number issued to Licensee by Commission; and
 - (3) acreage or greenhouse square of Hemp planted;
 - (4) acreage or greenhouse square footage amount of Hemp harvested; and
 - (5) acreage or greenhouse square footage of Hemp remediated or disposed of.

[History: PUBLIC LAW # 108-2020, September 05, 2020; as amended by PUBLIC LAW # XX-2022, January 8, 2022]

Section # 109 – Violations: Violations shall be subject to enforcement in accordance with this Section 109.

- (a) Negligent Violations. Licensees shall not receive more than one negligent violation per growing season.
- (1) A Licensee is subject to enforcement for negligently:
 - I. failing to provide an accurate legal description of land on which Licensee Cultivates Hemp;
 - II. failing to obtain or renew a License from the Commission; or

III. producing Cannabis sativa L. with a THC concentration of more than the Acceptable Hemp THC Level, unless the Licensee made a reasonable attempt to grow Hemp and the THC level did not exceed 1.0 percent on a Dry Weight Basis.

(2) If a Licensee committed a negligent violation pursuant to Section 108(a)(1), the Licensee shall comply with the terms of a Corrective Action Plan, which at a minimum shall:

I. provide a reasonable date by which the Licensee must correct the Negligent violation

II. include steps required by the Commission to correct each negligent violation; and

III. require the Licensee to provide a description of procedures to the Commission demonstrating compliance with the Corrective Action Plan;

IV. be in place at a minimum for two (2) years; and

V. Require the Licensee to periodically report to the Commission on its compliance with the Hemp Plan and the Corrective Action Plan for no less than two (2) years from the date of the negligent violation.

(3) A Licensee that negligently violates this Plan according to Section 108(a)(1) shall not, as a result of that violation, be subject to any criminal enforcement action by the federal government or any state government or the Comanche Nation.

(4) If a Licensee commits a subsequent violation while the Corrective Action Plan is still in effect, the Commission shall require the Licensee to maintain a heightened level of quality control, require staff training and take quantifiable action measures.

(5) A Licensee that negligently violates this Plan according to Section 108(a)(1) three (3) times in a five (5) year period shall have their License revoked and be ineligible to cultivate Hemp within the jurisdiction of the Comanche Nation for a period of five (5) years beginning on the date of the third violation.

(b) The Commission shall conduct an inspection to determine if the Corrective Action Plan has been implemented as submitted.

- (c) Culpable Mental State Greater than Negligence. If the Commission determines that a Licensee has violated this Plan with a culpable mental state greater than negligence, the Commission shall immediately report the Licensee to:

- (1) the United States Attorney General; and
- (2) the Comanche Nation Police Department.

Section 109(a) does not apply to violations where the Licensee has a culpable mental state greater than negligence.

[History: PUBLIC LAW # 108-2020, September 05, 2020; as amended by PUBLIC LAW # XX-2022, January 8, 2022]

COMANCHE

RESOLUTION

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article 6, Section 7(j), provides that the Comanche Business Committee has the authority to promulgate and enforce ordinances and codes governing law and order to protect the peace, health, safety, and general welfare on land determined to be within Comanche tribal jurisdiction; and

WHEREAS, the Comanche Business Committee has promulgated a Gaming Ordinance authorizing the conduct of gaming by the Comanche Nation under the Indian Gaming Regulatory Act; and

WHEREAS, the Gaming Ordinance establishes a Gaming Commission with a budget approved by the Comanche Business Committee; and

WHEREAS, on November 2, 2024, through Resolution No. 165-2024, the Comanche Business Committee designated authorized signatories for the Gaming Commission's bank accounts; and

WHEREAS, since November 2024, the National Indian Gaming Commission approved amendments to the Comanche Nation's Gaming Ordinance modifying the structure of the Gaming Commission; and as a result, the Comanche Business Committee seeks to update the authorized signers on the Commission's accounts to reflect the structural changes.

NOW THEREFORE BE IT RESOLVED, the following individuals are designated as authorized signatories for the Comanche Nation Gaming Commission's bank account(s), including but not limited to those maintained by Arvest Bank such as the sweep account ending in 3327 and the operating account ending in 3025:

- Shane Scarfone
- Sherry Pueblo
- Tanisha Burgess

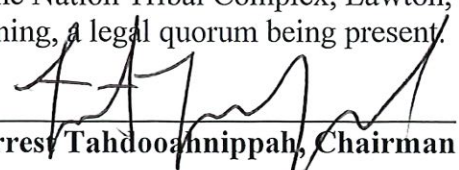
BE IT FURTHER RESOLVED, that all other individuals shall be removed as authorized signatories on the Comanche Nation Gaming Commission's bank accounts; and

BE IT FURTHER RESOLVED, that all financial transactions shall require signatures from two individuals, one employee and one gaming commissioner, as follows: (1) either Shane Scarfone or Shery Pueblo and (2) Tanisha Burgess.



CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 6 for, 0 against, and 0 abstaining, a legal quorum being present.



Forrest Tahdooahpiah, Chairman

ATTEST:



Robert Tippeconnie, Secretary/Treasurer



**RESOLUTION ADOPTING NEW HUMAN RESOURCES POLICIES AND
CLARIFYING COMANCHE PREFERENCE**

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article VI, Section 7(f), provides that the Comanche Business Committee has the authority to implement, administer, and report on progress of programs adopted by the Tribal Council; and

WHEREAS, on October 6, 2012, the Comanche Business Committee approved Resolution No. 92-12, which created a Comanche Tribal Employment Preference Law; and

WHEREAS, Section 1.4(c) of the Comanche Tribal Employment Preference Law was ambiguous as it concerns how to apply tribal preference when two applicants for a job both meet the minimum qualifications but one applicant is a member of the Comanche Nation and another applicant is more qualified but is a member of another Tribe; and

WHEREAS, on August 5, 2017, the Comanche Business Committee adopted Human Resources Policies and Procedures by Resolution No. 89-17, which included reference to the Comanche Tribal Employment Preference Law; and

WHEREAS, on October 24, 2020, the Comanche Business Committee approved Resolution No. 121-2020, which rescinded “any previous laws enacted regarding employment rights and approves the Comanche Nation Tribal Employment Rights Ordinance of 2020;” and

WHEREAS, the Comanche Nation Tribal Employment Rights Ordinance of 2020 applies to Vendor Licensees, but does not apply to the Comanche Nation, its subdivisions, or its wholly-owned tribal enterprises; and

WHEREAS, the Comanche Business Committee wishes to replace the Human Resources Policies and Procedures with the Human Resources Policies attached hereto as **Exhibit A**; and

WHEREAS, the Comanche Business Committee believes the new Human Resources policies will address important issues that have arisen including providing due process protections for employee grievances, clarifying leave and creating a leave bank, providing for update drug testing policies, clarifying the application of tribal preference, and creating veteran preference in employment.

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NOW THEREFORE BE IT RESOLVED, the Comanche Business Committee hereby adopts the Human Resources Policies attached hereto as **Exhibit A** and rescinds all prior Human Resources Policies or Procedures; and

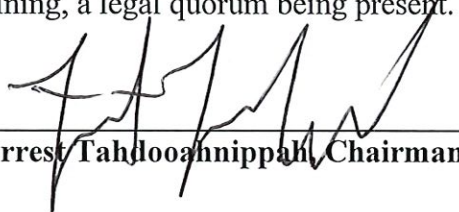
BE IT FURTHER RESOLVED, that, for avoidance of doubt, Resolution No. 92-12 is rescinded and has no further effect, the applicable laws and policies regarding Comanche Preference in employment are TERO (for non-government employers) and the 2025 Human Resources policies (for the government as employer); and

BE IT FURTHER RESOLVED, that the Comanche Nation's subdivisions and its wholly-owned tribal enterprises, such as Comanche Nation Entertainment and Comanche Nation Enterprises, Inc., are hereby directed to amend their Human Resources policies for tribal preference consistent with Exhibit A attached hereto; and

BE IT FURTHER RESOLVED, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.

CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 6 for, 0 against, and 0 abstaining, a legal quorum being present.


Forrest Tahdoannipah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer

COMANCHE NATION HUMAN RESOURCES POLICIES AND PROCEDURES

REVISED 04/01/2025



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SECTION I

HISTORY INTRODUCTION



The Comanche Nation is governed by the Constitution of the Comanche Nation, which was ratified on November 19, 1966, and has been amended several times afterward. The Tribal Council which consists of all enrolled members over the age of 18 years is the Supreme Governing Body of the Comanche Nation as stated in the constitution.

A total of seven elected officials are voted into office by the Tribal Council that makes up the Comanche Business Committee (CBC). According to the Comanche Constitution Article VI Section 1. "The Comanche Business Committee shall be composed of seven (7) members of the Comanche Nation who are at least twenty-one (21) years of age and be elected as provided in Article VII of this constitution."

"The Comanche Business Committee shall consist of a Comanche Tribal Chairman; Comanche Tribal Vice-Chairman; Comanche Tribal Secretary/Treasurer and four seats of Committeemen. The Tribal Administrator is also elected by the Tribal Council and is responsible for the day-to-day operations of the Tribal Government."

The Comanche Nation holds an annual meeting on the third Saturday in April, where nominations are accepted for the CBC positions, and the annual budget is discussed.

SECTION II

COMANCHE NATION HUMAN RESOURCE

POLICY & PROCEDURES

- I. INTRODUCTION** – To successfully carry out the Comanche Nation’s (CN) mission of serving our tribal enrolled members, we strive to create a workforce that reflects, understands and relates to the community we serve. The Comanche Nation bases all matters of human resource management, including but not limited to, appointment, promotion, layoff, compensation, benefits, training, selection for training, or any other term, condition, or privilege of employment on “merit only” principles, without regard to factors which are not related to an employee’s competence, fitness or performance concerning his or her job so that fairness and impartiality govern all matters of human resource management. It is the policy of the Comanche Nation to maintain a working environment free of discrimination which is unlawful and prohibited by the CN. The CN follows all tribal, federal and state laws with respect to the employment policy. Further, the CN does not tolerate harassment in the workplace and strives to create a work environment where every employee is treated equally. It is the responsibility of all CN employees to help create a working environment where all employees and tribal citizens are respected and valued.
- II. ROLE OF THE CBC** – The elected members of the Comanche Nation Business Committee (CBC) are in charge with the lawmaking and policy making powers of the Comanche Nation.
- III. ROLE OF THE TRIBAL ADMINISTRATOR** – The Tribal Administrator (TA) supervises the day-to-day operations of the tribal government and oversees the department programs. The TA is responsible for enforcing the Comanche Nation laws and ordinances. The TA must recommend and establish such administrative measures as necessary to carry out the CBC’s policies and directives in the most efficient manner. All personnel actions shall be subject to the final review of the TA.
- IV. ROLE OF THE EMPLOYEE** - The employee bears the responsibility of doing the work necessary to fulfill the ultimate objective and goal of the Comanche Nation; which is a service to the CN tribal members and the community. It is the activity of the employee which creates in part the public’s impression of CN government’s efficiency.
- V. INTERPRETATION OF HUMAN RESOURCE (HR) POLICIES** – The Human Resource Management shall provide administrative interpretation of HR policies to the various department directors and act in a staff and advisory capacity to the TA.

 - A. Department Policies** - A department director shall create internal department Standard Operating Procedures (SOPs) which is a set of detailed step-by-step instructions that describe how to carry out any given process. Processes are constantly changing, employees will come and go, but the CN has to keep delivering high-quality services regardless of the obstacles. SOPs help you break down even the most

complex process, so the next employee can complete the job from start to finish.

- VI. SCOPE OF POLICIES** – This policy and procedure manual supersedes all previous manuals, handbooks, letters, memoranda and understandings. The CN Human Resource policy and procedures apply to all CN employees who are paid through the payroll system and Tribal Government organizational chart. Persons working for the Nation on retainer or under a contract shall not be considered a tribal employee. The CN specifically reserves the right to repeal, modify, or amend these policies at any time, with or without notices. Any changes to the policy shall be approved by resolution from CBC. If approved, all amendments will be distributed to all employees. All approved changes will require a new acknowledgment form to be signed by all employees. If these policies conflict with the Comanche Nation Constitution, then the Constitution will take precedence.
- VII. DIVISION OF RESPONSIBILITY** – Every Director, Manager, and Supervisor will be responsible for enforcing the provisions of these policies and procedures in cooperation with the Human Resources department on all matters pertinent to their department. The Human Resources department shall have the responsibility of developing, administering, and interpreting the Human Resources policies and procedures as they apply to all departments and employees. The overall authority for Human Resources management rest on the Tribal Administrator.
- VIII. EFFECTIVE DATE** – The provisions of this manual shall become effective immediately by the approved resolution of the CBC.

SECTION III

EMPLOYMENT AND SELECTION PROCESS

I. COMANCHE AND VETERAN PREFERENCE

- A. It is the policy of the Comanche Nation to provide jobs for its members, to promote the general welfare of its membership, and to improve the economic status of its members. The Nation accomplishes these aims by hiring and promotion preference to enrolled tribal members and their families which can lead to self-sufficiency, economic prosperity, and vibrant communities. The Nation also provides preference to military veterans.
- B. Tribal and veteran preference in employment decisions will be prioritized in the following order:
 - 1. Comanche enrolled veteran
 - 2. Comanche enrolled tribal member
 - 3. Spouse or dependent of Comanche tribal member
 - 4. Member of a federally-recognized tribe and veteran
 - 5. Member of a federally-recognized tribe
 - 6. Veteran
 - 7. All other applicants
- C. Applicants must submit a Tribal identification card, Certificate of Degree of Indian Blood Form 4432, or DD Form 214, in order to qualify for preference.
- D. Such preferences shall be used in recruiting, interviewing, hiring, training, reassigning, transferring, retaining, and promoting employees

II. EQUAL OPPORTUNITY – Subject to the Native Preference as described Section I. D. or any federal laws or rules of a funding source, the Comanche Nation ensure equal opportunity. All employees and applicants shall be assured fair treatment in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, disability, religion, and there shall be proper regard for their privacy and constitutional rights as citizens.

- A. Merit Principles – All employees shall be governed by these basic merit principles:
 - 1. Recruiting, selecting and advancing employees based on their relative knowledge, skills and abilities;
 - 2. Providing equitable and adequate compensation;
 - 3. Training employees, as needed, to assure high quality performance;

4. Retaining employees based on the adequacy of their performance, correcting inadequate performance and separating employees whose inadequate performance does not improve; and
5. Assuring those employees are protected against coercion for political purposes and are prohibited from using their official authority for interfering with or affecting the results of an election or a nomination for the office.

- B. Role of Human Resource Department – One primary function of the Human Resource Department shall be to provide equal employment and/or promotional opportunities to all applicants and at the same time identify the best qualified applicants. The hiring supervisor will play a role in determining the skills, knowledge, and abilities required to qualify for positions.

The Human Resource Director may grant exceptions for temporary, part-time, and seasonal employees.

- C. Policy on Ex-Offenders – The Comanche Nation accepts applications from tribal members who have arrest and conviction records and considers employment for those who appear to be at no risk to the Nation.

1. The nature of the crime is taken into consideration and the position for which they are applying.
2. Each case is judged on its own merit.
3. Human Resource Manager and Tribal Administrator will take into account such matters as:
 - a. The nature and seriousness of the offense;
 - b. The circumstances under which it occurred;
 - c. How long ago it occurred;
 - d. Whether or not it was an isolated or repeated incident;
 - e. The person's age at the time it was committed,
 - f. Social conditions which may have contributed to the offense;
 - g. Evidence of rehabilitation; and
 - h. The kind of position of which the applicant is seeking.
4. Each felony case is decided on its own merits considering the nature of the position for which application is made, except those persons who have had felony convictions are prohibited by law from being employed in any capacity as a Comanche Nation Police Officer. For any employee convicted of sex crimes against children are not eligible to work for programs that serve children or for programs in close proximity to those that serve children.

5. Any employee convicted of any crimes against elders are not eligible to work for programs that serve elders and provide elder care or will work in close proximity to those programs that serve elders.
6. An applicant or employee's ex-offender status will remain confidential to be handled by the Human Resource Department, hiring Director, Tribal Administrator, and the particular individual involved, unless the individual desires to make this information known.

III. ELIGIBILITY

A. Age Requirements

1. Full-time Employment - The minimum age of any applicant who will be considered for full-time employment with the Comanche Nation shall not be less than eighteen (18) years of age.
2. Part-time/Temporary Employment – The minimum age of any applicant who will be considered for part-time employment with the Comanche Nation shall not be less than required by law.

B. Application Qualifications

1. The position classification specification and/or job description shall provide the basis for considering applicant minimum, qualifications.
2. The Comanche Nation recognizes the constraints of limited tribal budget dollars and the changing needs of the work are for special skills and abilities of employees.
3. To provide necessary adaptability, the department director, subject to the approval of the Human Resources Director, may set appropriate qualifications for applicants that may apply for a particular position vacancy prior to the vacancy being advertised.

C. New Hire Testing

1. The examination may consist of oral interview/application review, a structured questionnaire, practical test, written test, assessment center, physical agility test, etc. In all cases, testing will be job related and designed to determine the applicant's knowledge, skills and abilities for the position.
2. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline.
3. In certain situations, outside consultants may be utilized to assist with the test development.
4. The Human Resource Department will administer the testing process unless otherwise designated to the affected department.

5. The Human Resources Department shall ensure that all testing is based on bona fide occupational qualifications.

D. Physical Examinations and Drug Screens

1. Applicants who are offered employment, may be required to submit to a physical examination, the passage of which shall be a condition precedent to being placed in a Comanche Nation position.
2. All applicants who are offered employment will be required to submit to a drug screen, the passage of which shall be a condition precedent to being placed in a Comanche Nation position.
 - a. The Human Resources Department shall contact the selected applicant to schedule their physical and/or drug examination.
 - b. If the results of the examination(s) are acceptable, the Human Resources Department shall inform the hiring supervisor.
 - c. If the results of the examination(s) are unacceptable, the selected applicant will not be considered for employment and will be notified by the Human Resources Department.

E. Citizenship Requirement

1. Employees of the Comanche Nation shall be citizens of the United States of America or have appropriate documentation of a legal right to work from the U.S. Immigration Department.
2. Comanche Nation HR will verify the eligibility of all individuals hired to work in the United States by requiring the completion of a United States Citizenship and Immigration Service (USCIS) Form I-9.

IV. RECRUITMENT

- A. Employees for all department will normally be recruited through the Human Resources Department. The hiring supervisors along with the hiring panel will make a selection from the qualified applicants by a ranking status based off a point system.

1. The hiring decision will be from the department supervisor's recommendation to the Tribal Administrator from the hiring panel.
2. The top three applicants will be review and discussed prior to the final decision being made.

B. Vacancy

1. A vacancy shall be defined as an opening within a classification for all budgeted position for which funds have been appropriated.
2. The hiring supervisor must request that the position be filled, and the department director, Finance Director, Human Resources Director, and the Tribal Administrator must approve such request.
3. Hiring supervisors will notify the department director and the Human Resources Department as soon as possible after learning of a pending or existing vacancy.

C. Recruiting Notices

1. The Human Resources Department shall draft an employment announcement based upon information in the classification specification and submit it to department director for approval.
2. The final announcement shall be prepared and distributed by the Human Resources Department.
 - a. The Human Resources Department is responsible for the advertisement of all vacancies. The Human Resources Department, in cooperation with the hiring department, will post all job vacancies. Job vacancies will be advertised externally to the public, except in special cases where internal recruitment is deemed appropriate. Individuals may be recruited from a geographic area as wide as is necessary to assure obtaining well-qualified candidates for the various types of positions.
 - b. The Human Resources Department shall distribute the position vacancy notice to all departments after receiving approval from the Human Resources Director. Each department is responsible for immediately posting the position on their bulletin boards.
 - c. Employment announcements shall be posted in all departments for a period of not less than five (5) working days prior to filling the positions, in order for employees to be made aware of approved and posted vacancies.

D. Internal Transfers

1. To qualify for an internal transfer, employees must:
 - a. Have completed at least six (6) months in their current position.
 - b. Maintain satisfactory performance, attendance, and disciplinary records.
 - c. Meet the qualifications and requirements of the new position.

2. Transfers Types

- a. Lateral Transfers – Moving to a position with similar responsibilities and pay.
- b. Promotional Transfers – Advancing to a position with greater responsibilities and higher pay.
- c. Departmental Transfer – Moving to a different department or division within the organization.

3. Application Process

- a. Employees must submit an Internal Transfer Request Form to Human Resources.
- b. Human Resource will review the request and verify eligibility.
- c. If eligible, the employee may apply for open internal positions through the standard application process.
- d. The hiring manager and Human Resource will conduct interview and make a selection based on qualifications, performance, and organizational needs.
- e. If selected, the employee's current and new supervisors will coordinate a transition plan.

4. Approval & Notification

- a. The final decision on internal transfers is subject to approval by the Human Resource Department and the review of the Tribal Administrator.
- b. Employees will receive a written notification of the decision within ten (10) business days of their application.

5. Transition Period

- a. A standard two (2) weeks' notice is required unless otherwise agreed upon.
- b. Human Resource and both departments will collaborate to ensure a smooth transition with minimal disruption.

6. Exceptions & Special Circumstances

- a. Exceptions to eligibility requirements may be granted at the discretion of Human Resources and executive leadership.

- b. If an internal transfer is due to restructuring, workforce reduction, or other organizational needs, affected employees will receive priority consideration for open positions.

7. Confidentiality & Non-Retaliation

- a. All transfer requests and discussions will remain confidential.
- b. Employees will not face retaliation for requesting an internal transfer.

V. APPLICATIONS

- A. Applications are developed by the Human Resources Director and approved by the Tribal Administrator. Applications shall be submitted to the Human Resources Department to initiate the employment process.
- B. Employees working within the Comanche Nation shall be given equal opportunity to apply for any approved and posted vacancy in any department of the Comanche Nation for which the applicant meets minimum qualifications.
- C. Employees who apply for the position but work at the Comanche Nation Gaming Commission, Comanche Nation Entertainment, Comanche Nation Housing Authority, and Comanche Nation Enterprises location from the Comanche Nation government shall:
 - 1. Be treated as internal transfers rather than new hires;
 - 2. Their employment is treated as continuous;
 - 3. This means their benefits, and tenure-related rights (e.g., leave accruals) are preserved;
 - 4. The employee should be informed if there will changes in their job role, compensation, or benefits after the transfer;
 - 5. Any changes need to comply with labor laws and contractual agreements; and
 - 6. While not a full onboarding, some administrative updates may be necessary (e.g., system access, payroll updates, or new work location set-up).
- D. All applicants must submit their application no later than 5:00 p.m. on the closing date set forth on the position vacancy notice.
 - 1. Applications for a position will not be accepted after the published closing date and/or receipt date.
 - 2. If there are not sufficient qualified candidates at the closing date, the position will be re-opened and advertised. Acceptance of an application by the Human Resources Department does not constitute employment.

3. Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - a. They do not possess the minimum qualifications for the job;
 - b. They have an unsatisfactory employment record or personal record, as evidence by information contained on the application form or by the results of background and reference checks;
 - c. They have made a false statement on any material facts or practices deception in their application;
 - d. The applicant is not within the legal age limits prescribed by law; or
 - e. They are physically, mentally or otherwise unable to perform the duties of their job position with or without accommodation.
4. The Human Resources Department shall retain all applications received for a period of three (3) years.

VI. SELECTION PROCESS

- A. The Human Resources Department shall select the most qualified applicants for consideration to the hiring manager.
- B. Consistency shall be maintained in the selection process utilized for all candidates. Selection processes must be job-related and designed to measure job knowledge, skills and abilities, experience and education.
 1. Such consistency is maintained through the grading applications using a point system.
 2. The point system classifies jobs as general or specialized. For general jobs, points are awarded for education and experience on a generalized basis; whereas, for specialized jobs, points are only awarded for specific and specialized education and experience.
 3. Comanche and veteran preference shall apply in the point system as follows:
 - i. Comanche enrolled veteran—0.7 points
 - ii. Comanche enrolled tribal member—0.6 points
 - iii. Spouse or dependent of Comanche tribal member and veteran—0.5 points
 - iv. Spouse or dependent of Comanche tribal member—0.4 points
 - v. Member of a federally-recognized tribe and veteran—0.3 points
 - vi. Member of a federally-recognized tribe—0.2 points
 - vii. Veteran—0.1 points
 - viii. All other applicants—0 points
 4. Point-graded applications will be used to determine which candidates receive an interview. Only candidates that meet the minimum

qualifications of the job and have a realistic chance of employment will be interviewed.

- C. After interviewing candidates, the interview panel shall notify the Human Resources department of the name of the applicant they recommend for employment. No commitment to hire will be made at this step.
- D. Hiring managers may be asked to participate at steps (a) and (b) if the position is of a highly technical or specialized nature.
- E. The Human Resources Department shall contact the selected applicant to make the conditional offer of employment.
 - 1. Conditions of employment may include passing a physical examination, drug screen, driving record check and background investigation;
 - 2. The Comanche Nation reserves the right to conduct a background investigation that includes an investigation of employment history, personal references, education, criminal background, and other related information;
 - 3. If the applicant meets all conditions for employment, the Human Resources Department shall notify the selected applicant of the time and date to report to the Human Resources Department or designated area for orientation; and
 - 4. The Human Resource Department shall notify all applicants not selected.

VII. EMPLOYEE ORIENTATION

- A. All new full-time employees of the Comanche Nation will be scheduled to meet with various Human Resources representatives on their first day of work for the general orientation.
- B. Various enrollment forms and information on employee benefits and Comanche Nation policies and operations will be explained and distributed.
- C. Every employee shall be provided a copy of the Human Resources Policy upon orientation. An acknowledgement form will be signed by the employee and placed in the employee's personnel file, once they have received the policy.
- D. The hiring department shall provide additional information to the new employee, including:
 - 1. Work standards and regulations;
 - 2. Hours of work, time keeping, leave requests;
 - 3. Duties of the position;
 - 4. Safety rules and procedures, location of safety or protective equipment;
 - 5. Tour of the work area, including location of equipment, supplies, etc.;
 - 6. Schedule for lunch and breaks;
 - 7. When and whom to report absence from work;

8. Who is responsible for performance review;
9. Introduction to co-workers; and
10. Smoking and Tobacco Use is permitted ONLY in marked designated areas.

E. Personnel Files

1. The Human Resources Department will establish the following two (2) personnel records for each employee:
 - a. Personnel Folder
 - i. Application
 - ii. Official Training Records
 - iii. Current Identification cards
 - iv. I-9
 - v. W-4
 - vi. 401K Enrollment
 - vii. Personnel Action Forms
 - viii. Evaluations
 - ix. Life Insurance Application
 - x. Deductions – Garnishments
 - xi. Correspondence
 - b. Medical Folder
 - i. Drug Screens (Pre-employment, Randoms & Suspicious Activity)
 - ii. Doctor's Notes
 - iii. Workman's Compensation
2. Subject to the Open Records Code, personnel files and information in the medical file shall be confidential, only on a need-to-know basis will a director and/or supervisor be privy to this information and must be approved by the HR Director through the Tribal Administrator.
3. Law Enforcement, legal, or an investigation agency for purposes of workman's compensation will be able to review the employee's medical file.
4. Employee records should be accurate and updated with all personnel matters.
5. It is the sole responsibility of each employee to notify Human Resources department of any changes such as marital status, mailing address, telephone numbers, addition and deletion of dependents, names of emergency contacts, educational accomplishments, Consolidated Omnibus

Budget Reconciliation Act (COBRA) qualifying events, and any other status changes.

6. Upon separation of employment from the Nation:
 - a. An employee's personnel file will be placed in an inactive status for a period not to exceed six (6) months.
 - b. The entire contents of the folder will be archived for seven (7) years.
 - c. A one-page record of employment shall be maintained permanently for each separated employee on an excel spreadsheet of the following information.
 - i. Last Name, First Name;
 - ii. Last four of social security number;
 - iii. Date of birth;
 - iv. Position;
 - v. Length of service;
 - vi. Rate of Pay; and
 - vii. Reason for separation.
 - d. After seven (7) years, the file will be permanently destroyed (i.e., shredded).

F. Time Clock Procedures

1. In compliance with the Fair Labor Standards Act (FLSA), the following rules apply to recording time worked:
 - a. Exempt employees may be required to clock in and out at the discretion of the Tribal Administrator.
 - b. Non-exempt employees are required to clock in when they begin work, and must clock out when they go off duty.
 - c. Non-exempt employees are required to clock out any time they leave the work site for any reason other than assigned duties, except during designated fifteen (15) minute break times. Not to exceed two breaks a day.
 - d. Falsifying time records is a violation of the law. Employees found to be falsifying time; submitting time or time adjustments contrary to hours actually worked, will be subjected to disciplinary action, up to and including termination.
 - e. At the end of each work period, employees must approve their recorded time. Once approved by the employee, recorded time

must be approved by the direct supervisor, manager and/or director prior to payroll processing.

VIII. EMPLOYMENT STATUS

A. Full-time

1. A full-time position is a budgeted position that requires working a full, regularly scheduled work period established by the department and includes eligibility for benefits.

B. Permanent Part-time

1. A permanent part-time position is a budgeted position scheduled to work on a regular basis and no more than twenty-nine (29) hours, per week during October 1st through September 30th of each year.
2. This position does not include benefits, however; it does accumulate vacation and sick leave hours at a reduced rate.

C. Temporary or Seasonal

1. A temporary or seasonal job is scheduled for seasonal or irregular work periods during the year and does not include benefits.
2. All employees who are employed during seasonal periods and/or irregular work periods during the year, or to temporarily replaced an injured employee, shall be considered as temporary employees and shall not be entitled to accumulate vacation time, sick leave, or other benefits to which permanent employees are entitled.

D. Probationary Period

1. All new full-time employees, except those in seasonal or temporary status, shall complete a satisfactory probation period of six (6) months (one year for police officers and firefighters) following the effective date of their employment.
2. The probationary period is designed to give the employee time to learn the position and to give the manager's time to evaluate the employee's potential and performance.
3. Work performance shall include, but not limited to the following:
 - a. Job proficiency;
 - b. Adaptability;
 - c. Dependability;

- d. Ability to take instructions;
 - e. Work relations with other employees; and
 - f. Ability to contribute to the good of overall Comanche Nation service to the people.
- 4. It is expected that informal evaluations by the manager and/or supervisor will be conducted during the course of the probationary period to assess performance and to advise employees of expectations regarding performance.
- 5. During the probationary period the employee will not have access to the grievance procedure.
- 6. Before the end of the probationary period, the department manager or designee will decide whether the employee shall:
 - a. Be accorded permanent status. After an employee has successfully passed the probationary period, their service with the Comanche Nation shall not be terminated except for cause or for the good of the service;
 - b. Seasonal or temporary employees shall not be entitled to permanent status;
 - c. Have their probationary status extended;
 - d. Be dismissed; or
 - e. At any time during the established probationary period, the Comanche Nation reserves the right to terminate the probationary employee's service on the basis of unsatisfactory performance or on the basis of other reasons deemed sufficient by the Comanche Nation, without the right of appeal or hearing. The employee shall be informed in writing of the termination.

SECTION IV

CLASSIFICATION PLAN

I. POSITION CLASSIFICATION PLAN

- A. The Position Classification Plan includes, but is not limited to, an outline of classes or positions, and class specifications in such form as prescribed by the Human Resources Director and approved by the Tribal Administrator, or designee, and from time to time amended.
- B. The classification specification gives accurate descriptions and titles of each position.
 - 1. Many positions are grouped together according to the nature of work, level of difficulty and responsibility, and comparable education and qualifications required at the time of recruitment.
 - 2. Whenever a department director proposes the establishment of a new position or makes a significant change in the duties and responsibilities of the existing position, this shall be reported to the Human Resources Director, and adjustments in class or grade may be made with the Tribal Administrator, or designee, approval.
 - 3. If approved, a job description shall be created and/or written incorporating these changes by the department director, manager, or supervisor.
- C. The evaluation system used to classify positions in the Comanche Nation is a comprehensive study that includes, but is not limited to, consideration of the following position attributes:
 - 1. The knowledge required by the position;
 - 2. The supervisory controls and responsibilities of the position;
 - 3. The complexity;
 - 4. The scope and impact the position may have on the Comanche Nation operations; and
 - 5. The physical demands of the position and its associated work environment.
- D. Uses of the Classification Plan. The Classification Plan shall be used:
 - 1. To establish education and work experiences qualifications and standards for recruiting, testing, and other selection purposes;

2. To provide directors and supervisors with a means of analyzing work distribution, areas of responsibility, line of authority; and other relevant relationships between individuals positions and groups of positions;
3. To assist in determining personnel service costs and in projecting such cost for annual budget requirements;
4. To provide a basis for developing standards of work performance and relating them to goals or objectives; and
5. To establish lines of promotional and career opportunities and to indicate employee training needs and development potentials.

E. Administration of the Classification Plan

1. The Classification Plan is not static and is not intended to fix positions permanently into classes.
2. The plan shall be administered continually to adapt to changing conditions.
3. Four possible changes in the Plan itself are:
 - a. Creation – A new classification will be created for those positions that do not conform to any existing classification.
 - b. Abolition – A classification will be abolished whenever the Comanche Nation no longer needs that classification.
 - c. Reclassification – A classification will be revised to when there have been substantial and permanent changes to the duties performed.

II. REQUEST FOR RECLASSIFICATION

- A. When the duties of a current position substantially change, the department director shall submit a written recommendation to the Human Resources Director including justification for the reclassification, emphasizing changes in position responsibilities or requirements for qualifications (i.e.; experiences, education, certifications, etc.).
- B. The Human Resources Director will review the request.
 1. If the request is justified, a job audit may be conducted.
- C. If approved, the Human Resources Director will take the necessary steps to affect the reclassification.
 1. The Tribal Administrator shall be the final decision maker for all reclassification requests.

2. If the Tribal Administrator does not concur with the request, the department director will be provided with reasons.
3. The Tribal Administrator decisions regarding classification designations and reclassifications shall be final and not subject to grievance.

SECTION V

COMPENSATION

I. WAGES

- A. will be paid every other Friday unless payday falls on a holiday, in which case employees will be paid on the last normal workday prior to the holiday.
- B. Timekeeping – Tribal, Federal and State laws require employers to maintain accurate records of time worked by non-exempt employees. In addition, timely and accurate records ensure timely and accurate wage payments.
 - 1. All non-exempt employees must accurately record their work time and submit their timesheet or other approved documentation at the end of each pay period for approval.
 - 2. Employees who fail to submit timely and accurate work time at the end of each pay period or fail to submit work time at all may be subject to disciplinary action.
 - 3. Employees should review their pay stubs and immediately report any errors or discrepancies to their supervisor.
 - 4. Any employee who knowingly misrepresents or falsifies documentation about their time worked will be subject to disciplinary action, up to and including termination.
- C. Direct Deposit – Employees shall receive their pay via direct deposit. Employees shall execute the required documentation to authorize the direct deposit of the employee's compensation into a financial institution of the employee's choice.
 - 1. The Comanche Nation Human Resources will still provide a detailed "check stub" through Human Resource System (e.g.; Paycom, ADP etc.) indicating the net amount of the employees pay, withholdings, accruals, and deductions.
- D. Debit/Credit Card – For employees who choose not to authorize direct deposit, they will be issued a debit/credit card. On pay days, their card will be "loaded" with the amount of their net pay. This card can be used to obtain cash or make purchases.

II. BONUSES

- A. The Human Resource Department along with the Finance Department will prepare a detailed Christmas bonus proposal to include the following:

1. Criteria for eligibility;
 2. Justification for bonuses; and
 3. Total budget allocation plan.
- B. The Comanche Nation Business Committee will review the proposal to ensure:
1. Alignment with financial capabilities and organizational policies; and
 2. Fair and merit-based distribution.
- C. If approved, a formal resolution is drafted, specifying:
1. The purpose of the bonus;
 2. The total amount and allocation method; and
 3. Any conditions or limitations.
- D. The resolution is discussed and voted upon during a Business Committee meeting.
- E. Once passed, the resolution is documented in the meeting minutes.
- F. The approved bonuses are distributed according to the resolution, with oversight from the Human Resources department.
- G. This approach will ensure accountability in bonus distribution.
- H. Prevents arbitrary or biased allocations.
- I. Keeps bonuses tied to the organizational performance and objectives.

III. HOURS OF WORK

- A. The nature of the services performed by the Comanche Nation makes it impossible for all departments to operate on the same schedule of working hours.
1. Working hours for department areas are different for continuing their work in a satisfactory and efficient manner.
 2. The designated workweek shall be defined according to that period of time requiring full-time service of the employee and regularly established by the various departments.
 3. Any changes to the work week shall have prior approval of the Tribal Administrator.
- B. It is the expressed desire of the Comanche Nation, subject to adequate funds and enough personnel, to standardize the workweek for all departments and non-salaried employees at forty (40) hours, except for Law Enforcement and Fire personnel.
1. The normal workday shall consist of eight (8) hours and the normal workweek shall be forty (40) hours.

2. The normal workday shall begin at 8:00 a.m., and end at 5:00 p.m., with one (1) hour for lunch.
 3. However, departments may establish special hours, schedules and workweeks for their department, for individual employees, as may be necessary to provide adequate service.
- C. In the interest of equity and uniformity; however, such special hours shall conform to the following provisions:
1. The standard hours that are established for full-time employees shall be forty (40) hours a week.
 2. Lunch periods may be established as between thirty (30) minutes and sixty (60) minutes.
 3. No lunch hour will be established for employees who are required to eat a meal while at work.
 4. Lunchtime, if established, shall be deducted from the workday in establishing the total hours worked.
- D. The daily and/or weekly schedules to be worked during the workweek shall not be changed unless at least seven (7) calendar days advance notice of the change is provided to the employees affected.
- E. Comanche Nation shall have the right, however, when it determines that such is necessary in the interest of efficient and responsive operations, to make temporary changes in the daily and/or weekly work schedules of individual employees or group of employees, and the requirement for advance notification shall not apply.
- F. Employees who are required to work shifts other than during the normal working hours may request to work a specific shift in accordance with the following provisions:
1. Employees may notify their supervisors, in writing, of their desired work shift.
 2. Except where impractical due to skill levels of employees or where special working conditions exist which would preclude certain employees from working specific shifts, shift assignment may be made on the basis of divisional seniority.
 3. Where shifts are regularly rotated among employees, the provisions of this section shall not apply.
 4. The above sections are not intended to affect the right of the employer to implement a reduction in force when necessary.

IV. REST PERIODS/REFRESHMENT BREAKS

- A. The purpose of this instruction is to inform employees of the general policy governing rest periods/refreshment breaks.
- B. Policy – The Comanche Nation employees normally will be allowed two (2) fifteen (15) minute refreshment breaks each day, one (1) in the morning and one (1) in the afternoon.
 - 1. The employer will make every effort to plan work so as to permit such rest periods.
 - 2. Unusual and emergency work situations may preclude the taking of rest periods during the work shift.
 - 3. Rest periods shall not be contiguous to the lunch period, may not be granted immediately after the beginning of the workday or immediately prior to the close of the workday, and may not be counted toward leave time.
- C. Procedure – Each department will be responsible for specific instructions for rest periods regarding their personnel following the general guidelines listed below:
 - 1. Instructions should take into account the mission, the geographical location of the employee, and the method to be used for taking the break.
 - 2. For those employees whose workday is in an office building complex, or in a department where refreshments are available, that should be no necessity for allowing travel time to and from a place where refreshments are dispensed.
 - 3. Employees whose work location is not in a location where refreshments are available may be allowed travel time, not to exceed five (5) minutes. Otherwise, provisions should be made to bring refreshments to the work site.
 - 4. The time spent within any place of business for a refreshment break shall not exceed fifteen (15) minutes.

V. OVERTIME WORKED

- A. Duty performed over and above the designated workweek shall be considered overtime work for certain classes of employees.
 - 1. The overtime work shall be paid in accordance to the Fair Labor Standards Act (FLSA), 1985, as amended.
 - 2. The provisions of these instructions are limited by applicable Tribal, Federal, and State Labor Laws, budget considerations and by the needs of

Comanche Nation. Tribal, Federal, and State Laws shall prevail, except where Comanche Nation standards exceed those laws.

B. Non-Exempt Employees

1. These employees are subject to the overtime provisions of the FLSA.
2. Employees assigned to this category will be compensated for the overtime as appropriate.
3. Compensatory time is approved time off the job with pay, and is earned by working in excess of the designated workweek and accepted by the employee in lieu of overtime pay.
4. Compensatory time shall be credited at the rate of 1.5 hours of compensatory time for each hour worked in excess of the designated workweek that is not paid as overtime pay.
5. Overtime pay is monetary compensation for approved hourly work time in excess of the designated workweek.
6. Time and one-half is overtime pay amounting to employee's normal hourly rate of pay, multiplied by 1.5.
 - a. All time worked in excess of an employee's eight (8) hour shift or forty (40) hours in a seven (7) day work period shall be compensated at the rate of time and one-half the employee's regular hourly rate.
 - b. Time spent on vacation, sick leave, or any other paid leave shall not count as hours worked for computing overtime pay for forty (40) hour a week personnel.
 - c. Employees shall be compensated in the form of overtime pay unless the Director through the Tribal Administrator approves the employee's request for compensatory time.
 - d. Maximum accrual of compensatory time which an employee may have at any one time shall be eighty (80) hours.
 - e. Maximum accrual for permanent part-time employees shall be forty (40) hours.
 - f. Overtime worked performed subsequent to maximum accrual of compensatory time shall be compensated by overtime pay.
7. A non-exempt employee who is call back to duty during normal off-duty hours, which is not contiguous to their regular work shift, shall be compensated for a minimum call-back of two (2) hours.
 - a. Should more than two (2) hours be required, they shall be compensated for the hours actually worked with travel time

returning to work being counted as hours worked, but travel time returning from work not being counted as hours worked.

C. Tribal Funds

1. Each Director, Supervisor, or employee whose duties require the expenditure of tribal funds must have knowledge and observe all applicable rules, regulations, and policies of those funds.
2. The certification of Time and Efforts Certification form must be completed semi-annually (every six (6) months) in a timely manner. This is a time sensitive document and is used for auditing purposes.
3. Request for Travel, Reimbursement, Purchase Orders, and deliverables for the funding shall be submitted in a timely manner in order to be in compliance.
4. No employee may use tribal purchase authority (even though reimbursement is made) for personal acquisitions.

D. Discretion to Assign Overtime and its Calculation

1. The decision of whether overtime is required to complete tasks shall be at the discretion of the Director, subject to the review by the Tribal Administrator. Except in emergencies, authorization for an employee to earn overtime pay or compensatory time shall require explicit approval by the Tribal Administrator or designee.
2. Compensatory time earned or taken shall not be reported as overtime. Conversely, overtime hours shall not be reported as compensatory time.
3. In all calculations of regular overtime, whether paid or compensatory time, time worked prior to or immediately following an employee's regular shift, shall be computed in no less than one-quarter hour (15 minutes).
4. Upon request by an employee's supervisor or other representatives of departmental management, employees shall be required to work overtime assignments; however, upon presentation of an excuse acceptable to management, such employee may be relieved from working the overtime assignment.
5. Any request for accrued compensatory time off shall be subject to the condition that granting the same will not adversely affect the operation of the department. The supervisor or designee shall authorize all such compensatory time off before it is taken.
6. At the discretion of the department director, an employee may be required to use compensatory and/or vacation hours when time off is requested, if the employee has reached or is nearing their maximum of either.
7. Upon separation, an employee shall be paid for the unused portion of their compensatory time.

- E. Exempt Employees – Exempt employees are those considered not eligible for overtime pay or compensatory leave but may be eligible for consideration of administrative leave.

1. Salary deductions and absences.

- a. Exempt employees are paid on a salaried basis. While the FLSA recognizes that public employees must be held accountable to the public they serve, the FLSA affords the public employer the discretion to require exempt employees to use accrued leave when they are absent during a work period in order to maintain their salary.
- b. When an exempt employee is absent during a workweek, an amount of leave may be charged to account for the absence in order to maintain forty (40) hours.
- c. In the event an exempt employee does not have sufficient leave to cover the absence, the FLSA allows for deductions to be made from an exempt employee's salary for absences for personal reasons or because of illness or injury of less than one workday:
 - i. When permission for use of accrued leave has not been sought or has been sought and denied;
 - ii. When accrued leave has been exhausted; or
 - iii. When the employee chooses to use leave without pay.
- d. If an exempt employee is absent due to an FMLA qualifying condition, and has no accrued leave to cover the absence, the employee's salary can and should be docked for the absence.
- e. The reduction in the exempt employee's salary while absent for an FMLA qualifying condition will not jeopardize the employee's exempt status.
- f. The Comanche Nation may make deductions from pay of exempt employees for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules.
- g. Such suspensions must be imposed pursuant to a written policy applicable to all employees. For example, the Comanche Nation may suspend an exempt employee without pay for violating a generally applicable written policy, such as a policy prohibiting sexual harassment, violence in the workplace, drug and alcohol violations and violations of tribal, federal and state laws.

VI. COMPENSATION PLAN

- A. The Compensation Plan shall include a list of positions by affiliation with an assigned salary range.

VII. PURPOSES OF COMPENSATION PLAN

- A. The basic function of the Compensation Plan is to provide structure that will enable the Comanche Nation to recruit, retain and reward competent employees.
- B. The Compensation Plan is designed to accomplish these goals by:
 - 1. Providing for equal compensation for work of equivalent responsibility;
 - 2. Establishing a method of rewarding employees for continued satisfactory or outstanding service;
 - 3. Facilitating adjustments to changing economic and employment conditions requiring changes in pay levels and interrelationships;
 - 4. Establishing pay rates which compare favorably with those of tribal organizations competing for competitive skills similar to those utilized by the Comanche Nation.

VIII. ADMINISTRATION AND MAINTENANCE OF COMPENSATION PLAN

- A. It shall be the responsibility of the Human Resources Director to administer the Compensation Plan.
- B. In order to maintain pay rates that are current, uniform, equitable, and competitive with other comparable employers of the same class, the Human Resource Director shall recommend to the Tribal Administrator desirable additions to, or changes in, the Compensation Plan including revisions of pay rates within the various salary ranges and changes of salary ranges for individual positions or classes.
- C. As a basis for such recommendations, the Human Resources Department shall conduct periodic analyses and review of the Compensation Plan and conduct periodic wage and salary surveys of the respective recruiting areas for the various classes.

IX. STANDARDS FOR DETERMINATION OF PAY RANGES

- A. Pay ranges shall be related directly to the Classification Plan, and shall be determined with consideration to ranges of pay for other classes:
 - 1. The positions relative importance and contribution to the Comanche Nation using specific factors such as the knowledge required, complexity,

supervisor responsibilities, work environment, and scope and effect as indicated by the class specification;

2. The recruiting experience of the Comanche Nation;
3. The availability of employees in particular occupational categories;
4. Prevailing rates of pay for similar employment in private industry and other jurisdictions in the various recruiting areas;
5. Employee Turnover;
6. Cost of Living Factors; and
7. The financial policies and economic considerations of the Comanche Nation.

B. Pay rates within the various salary ranges shall reasonably reflect the factors.

X. PERFORMANCE EVALUATION

A. Annual performance reviews are a key component of employee development.

B. The performance review is intended to be a fair and balanced assessment of an employee's performance.

1. They act as an official record of performance and can establish the basis for continued employment, promotions, or salary increases.
2. The objective of the annual performance review is to provide all employees and their supervisors an opportunity to:
 - a. Discuss job performance;
 - b. Set goals for professional development;
 - c. Establish objective for contributing to the department's mission; and
 - d. Discuss expectations and accomplishments.

C. Guidelines:

1. All employees will be evaluated using the appropriate forms provided by the Human Resources Department.
 - a. Performance evaluations should be conducted thirty (30) days prior to the employee's merit date.
 - b. An employee who does not receive at least a satisfactory evaluation shall be denied their merit increase (if applicable) and placed on probation for a period not to exceed one hundred and eighty (180) days.
 - c. During this time, the employee will be monitored by their supervisor.

- d. If performance improves satisfactorily, the employee will be eligible to receive the merit increase at that time.
- e. If job performance has not satisfactorily improved, the employee will not be eligible to receive the merit increase or be re-evaluated until the following year at the time of the original merit date.
- f. Employees who are at the top step of their pay range shall also be evaluated on yearly basis.
- g. Evaluations should include a conference between the employee and their supervisor.
- h. All performance evaluation forms will be forwarded to the Human Resources Department for placement in the employee's file.
- i. Performance evaluation results may be subject to the grievance procedure.
- j. It shall be the responsibility of each supervisor to evaluate their employees in a timely manner.

XI. APPLICATION OF STEPS IN PAY PLAN

- A. If budgeting allows, progression through the pay range shall be accompanied by a review of employee performance and, assuming satisfactory service, should proceed along the following lines:
 - 1. Step 1 to Step 2: After six months of satisfactory probationary service;
 - 2. Step 2 to Step 3: Consecutively, after one (1) year of permanent service;
 - 3. Subsequent steps should be considered sequentially in intervals of one (1) year of permanent service.
- B. Annual increases should be based on continued satisfactory service and on the positive recommendation of the employee's supervisor.
- C. Initial Appointments – The following provisions shall govern new employees:
 - 1. New employees will normally begin in Step 1 of their assigned range.
 - 2. However, provision is made to assign new employees to a higher step because of recruiting difficulty or experience level of the appointee.
 - 3. The decision to start a new employee beyond Step 3 may be implement upon recommendation of the Human Resources Director and approval of the Tribal Administrator.
 - 4. New employees who begin at Step 1 are eligible for a one-step merit increase after six (6) months satisfactory service with the Comanche Nation.
 - 5. After satisfactory probationary service and award of six (6) month period increase, the employee then becomes eligible for merit increases annually thereafter, based upon that merit date.

6. Employees who begin Step 1 may be considered for a one step merit increase after one (1) full year of service with the Comanche Nation.

D. Promotion – The following provisions shall govern pay rate upon promotion:

1. Upon promotion, an employee will be placed at a higher rate of pay as recommended by the department director and approved by the Human Resources Director and Tribal Administrator. Department directors shall aspire to provide a 3-6% increase, subject to availability of funds and at the discretion of the Tribal Administrator based on performance.
2. The employee's new merit date will be one (1) year from the date of promotion.
3. Employees who are promoted to a higher pay range where the appropriate pay rate is Step 1 of the new classification, shall be eligible for an increase after completing six (6) months of satisfactory performance in the higher classification.

E. Upon promotion, an employee shall be on probation for a period of ninety (90) days.

F. Reclassification/Upgrade – The following provisions shall govern the pay rate upon reclassifications/or upgrades:

1. Upon reclassification to a higher pay range, the employee shall be paid with the higher range that is nearest to, but not less than, the employee's former rate, wherever is greater, or other step within the range as recommended by the department director and approved by the Human Resource Director and reviewed by the Tribal Administrator. The employee's merit date will remain the same.
2. Upon reclassification to a lower pay range, the employee shall receive the minimum rate within the range that is nearest to the employee's former rate. The employee's merit date will remain the same.
3. If a position is upgraded to a higher pay range, the employee shall be paid within the higher range that is nearest to, but not less than, the employee's former rate, whichever is greater or other step within the range as recommended by the department director and approved by the Human Resources Director and reviewed by the Tribal Administrator. The employee's merit date will be one (1) year from the date of upgrade.

G. Demotion – A demotion is defined as moving an employee to a classification with a lower pay range, for which they qualified. This is done either at the request of the employee or for disciplinary reasons, upon recommendation of the supervisor and approval by the department director. The following provisions shall govern the pay rate upon demotion:

1. Voluntary Demotion: An employee may request demotion to a classification for which they are qualified. The employee initiates this request in writing to their supervisor. Such a demotion must be approved by the department director, Human Resources Director and the reviewed by the Tribal Administrator prior to implementation.
 - a. An employee approved for a voluntary demotion to a vacant position will be placed at the same letter step in that position salary range (i.e. “Step 3” to “Step 3”) or other step within the range as recommended by the department director and approved by the Human Resources Director and the reviewed by the Tribal Administrator. The employee’s merit day will remain the same.
 2. Disciplinary Demotion – The department director may, within the recommendation of the Human Resources Director and the approval of the Tribal Administrator, demote an employee for disciplinary purposes when the actions of the employee do not justify dismissal, or where the work of an employee has not been satisfactory.
 - a. The employee demoted shall be paid within the lower range at a step that represents approximately a one-step decrease in salary, but not less than Step 1 of that range.
 - b. The employee to be demoted must meet the qualifications of the position and an existing vacancy must exist unless otherwise approved by the Tribal Administrator.
 - c. An employee may be demoted by a reduction in pay step within their pay range in the same manner.
 - d. The employee’s merit date will be one (1) year from the date of the demotion.
 3. Promotional Probation Demotion – When an employee is demoted to their former position during the probationary period following a promotion, their pay shall be restored to the rate in effect prior to the promotion, as though a promotion had not been granted.
 4. In the event an employee is demoted during their probationary period, they shall be eligible for any increases they normally would have received had they not been demoted.
- H. Lateral Transfer – When a transfer is made from a department to another within the same classification or pay range, the base pay of the transferred employee may remain unchanged, with the consent of the receiving department.

- I. Working Out-of-Classification – If a supervisor directs an employee to perform the essential duties of a position in a higher pay range, that employee's pay rate shall be discussed with the departmental director.
- J. Exclusions – The pay rates identified under the Compensation Plan described in this section do not include reimbursement for travel expenses, automobile allowances, or other authorized expenses incurred in connection with official Comanche Nation business.
- K. Comanche Nation Salary – No employee shall be permitted under any circumstances to receive more than one salary from the Comanche Nation for any and all purposes.

SECTION VI

I. FRINGE BENEFITS

- A. Salary alone cannot be used to measure the total value of the Comanche Nation employment.
- B. The term “Fringe Benefits” refers to those added employment enhancements provided by the Comanche Nation to encourage its employees to remain in public service.
- C. Additional benefits of the Comanche Nation employment include:
 - 1. Health and Dental Insurance
 - 2. Life Insurance
 - 3. Paid Holidays
 - 4. Retirement Benefits
 - 5. Longevity Pay
 - 6. Employee Assistance Program
 - 7. Travel
 - 8. Training
 - 9. Vacation Leave
 - 10. Sick Leave

II. EMPLOYEE ACCRUALS

- A. Definition – Approved time off for tribal government employees is call “Leave”. Every absence from duty must be accounted for by annual, sick, military, funeral, FMLA, or Leave without Pay (LWOP). It is the responsibility of the employee to adhere to the Leave Policy and to ensure leave is requested and approved in a timely manner to ensure coverage. All leave requested may not be approved so do not assume it is approved. All leave request is at the discretion of the director and/or the Tribal Administrator.
- B. Annual Leave (AL)
 - 1. Annual Leave shall be accrued from the date of employment but earned and credited to the employee at the end of the six (6) month probationary period.
 - 2. Annual leave may not be used until the employee has completed ninety (90) days of their six (6) month probationary period.
 - 3. The maximum balance amount of annual leave that may be accrued by an employee can never exceed one hundred and sixty (160) hours.
 - 4. Annual leave shall be earned as follows:

- a. Any employee less than three (3) years of employment will accrue annual leave at the rate of two (2) hours earned weekly for a total of four (4) hours per pay period.
- b. An employee between three (3) to six (6) years of employment will accrue annual leave at the rate of three (3) hours earned weekly for a total for six (6) hours per pay period.
- c. An employee more than seven (7) years of employment will accrue annual leave at the rate of four (4) hours earned weekly for a total of eight (8) hours per pay period.

C. Sick Leave

- 1. Sick leave shall be earned at the rate of two (2) hours per week.
- 2. The maximum amount of sick leave that may be accumulated in one thousand forty (1,040) hours or twenty-six (26) weeks.
- 3. Sick leave is available for use as soon as the ninety (90) days of six-month probationary period is completed.
- 4. Employees who transfer may use sick leave during probation, on a case-by-case basis, with the approval from director.
- 5. An employee shall personally call the director and request sick leave two (2) hours in advance prior to scheduled shift, unless emergencies occur.
- 6. Director shall assure the following before approving sick leave:
 - a. The sick leave is for the illness or injury of the employee and direct relatives only;
 - b. Employees must provide a physician's excuse slip for absences exceeding three (3) consecutive days prior to returning to work;
 - c. Director may require a physician's excuse slip for any lesser period to prevent abuse of this policy.
- 7. No sick leave shall be earned when LWOP is charged.
- 8. Accrued sick leave balances are forfeited upon resignation, termination, or any other type of separation from the Comanche Nation employment.
- 9. No funds will be paid for accrued sick leave upon separation from employment.
- 10. Employees shall have the opportunity to donate accrued sick leave to the Comanche Nation sick leave bank, for other Comanche Nation employees to use within the following guidelines:
 - a. When a life-threatening illness or a health emergency occurs;
 - b. The requesting employee must submit a written request to the Tribal Administrator with a physician's statement attached;

- c. The recipient employee must have exhausted all of her/his individual annual and sick leave balances;
 - d. Approved requested leave shall not be backdated to a previous leave, but can be applied to a current or active leave;
 - e. Requests not exceeding eighty (80) hours may be approved by the director and the Tribal Administrator within fourteen days after submission;
11. The following guidelines will be considered when reviewing requests but are not limited to:
- a. Current Sick Leave Used within a calendar year;
 - b. Current Annual Leave Used within a calendar year; and
 - c. The amount of leave in the sick leave bank should be a minimum of eighty (80) hours.
12. Requests exceeding the eighty (80) hours may be approved by the Tribal Administrator with all supporting information provided for reasoning;
13. The employee donating sick leave must have a minimum balance of one-hundred sixty (160) sick hours, at the end of the previous pay period, prior to donation; and
14. Donations shall be made in twenty-four (24) hour increments.

D. Family Medical Leave Act

1. Purpose

- a. This policy outlines employee right and responsibilities under the Family and Medical Leave Act (FMLA).
- b. Comanche Nation complies with FMLA to provide eligible employees with unpaid, job-protected leave for qualifying family and medical reasons.

2. Scope

- a. This policy applies to all eligible employees of the Comanche Nation as defined under the FMLA.

3. Eligibility

- a. Employees are eligible for FML leave if they:

- i. Have worked for Comanche Nation for at least twelve (12) months.
- ii. The twelve (12) weeks of FML leave can be taken consecutively, intermittently, or on a reduced schedule (if medically necessary)
- iii. Have worked at least twelve hundred and fifty (1250) hours during the twelve (12) months preceding the leave request.
- iv. Work at a location with fifty (50) or more employees within a seventy-five (75) mile radius.

4. How to Apply for FML Leave:

- a. Notify your supervisor and provide at least thirty (30) day notice if the leave is foreseeable (e.g., for surgery or childbirth).
- b. If the need for leave is unexpected (e.g., sudden illness or emergency), inform your employer as soon as possible.

5. Qualifying Reasons for Leave

- a. Personal Health Needs: A serious health condition that prevents the employee from performing the essential job functions.
- b. Family Member's Health Needs: To care for a spouse, child, or parent with a serious health condition.
- c. Childbirth of Adoption: The birth of a child or placement of a child for adoption or foster care, and to bond with the child within the twelve (12) weeks of birth or placement.
- d. Military Family Leave: To address qualifying events related to a spouse, child, or parents of active military duty or to care for a covered servicemember with a serious injury or illness (extended to twenty-six (26) weeks in this case). When the spouse of the employee active-duty service member is on leave orders during the time of deployment.

6. Submit Documentation:

- a. Complete your employer's FML request form.
- b. Provide Certification of Health Care Provider Form for medical - related leave.
- c. This must detail the condition, duration of leave and the necessity for time off.

7. Await Employer Approval:

- a. Human Resources has five (5) business days to inform you whether your leave is designated as FML leave.

8. Maintain Communication:

- a. While on leave, stay in touch with your employer about your return-to-work date or if circumstances change.

9. Employee Protections

- a. Job Protection: Employees are entitled to return to the same or equivalent position through completing their leave of twelve (12) weeks. It is not protected after the exhaustion of FML benefits of twelve (12) weeks.
- b. Continuation of Benefits: Employers must maintain the employee's group health insurance coverage during the leave period.
- c. No Retaliation: Employers cannot retaliate against employees for taking FMLA leave.

10. Serious Health Condition Definition:

- a. Employers must notify employees if their leave is designated as FMLA leave.
- b. A serious health condition includes inpatient care in a hospital or other medical facility.
- c. Continuing treatment by a healthcare provider.

E. Leave without Pay (LWOP)

1. Some reasonable excuses for LWOP include the following:

- a. Attendance at courses beneficial to the employee and the Comanche Nation; and
- b. Approved absences when annual or sick leave is not available.

2. Leave without pay must be approved in advance by the supervisor, otherwise the employee is considered Absent without Leave (AWOL).

- a. LWOP, not to exceed twelve (12) weeks, may be approved for employees when it is beneficial for both the employee and Comanche Nation.

- b. Eligible employees may take up to a total of six (6) consecutive weeks of unpaid leave during any twelve (12) month period, with the possibility of an additional six (6) consecutive weeks as approved by the Tribal Administrator, for one (1) or more of the following reasons:
 - i. The birth and care of the new born or child of the employee;
 - ii. For placement with the employee of a child for adoption or foster care;
 - iii. To care for an immediate family member with a serious health condition; or
 - iv. To take medical leave when the employee is unable to work because of a serious health condition.
3. If the Director or the Tribal Administrator determines that the position of the employee shall be filled on a permanent basis; the affected employee shall have not guarantee that a position of similar pay and responsibility shall be available at the completion of the LWOP status.
4. The returning employee shall be given priority consideration for vacancies, but if none are available, the employee's employment shall be terminated.

F. Employee Education

1. Absence with pay for education purposes may be approved by the Director or Human Resources through the Tribal Administrator up to a total of three (3) hours per week and receive Administrative Leave, when it is determined that the courses of training taken by the employee shall benefit Comanche Nation.

G. Military Leave

1. Comanche Nation will permit up to thirty (30) days of military leave (ML) per year for employees on active military duty status. The rate of pay for such ML will be difference between military pay and benefits, and regular compensation (based upon Federal and State Uniformed Services and Re-Employment Rights Act of 1994).
2. After the thirty (30) days, Comanche Nation is under no obligation to continue paying the differential pay as noted above.
3. If serving extended active duty for more than thirty-one (31) days and up to five (5) years, the employee is entitled to rehire in the same or a

comparable position, or a position they would have obtained had they not been called to active duty; or

4. A full-time employee who is a member of any reserved component of the U.S. Armed Forces shall be authorized paid leave of absence for required training or duty for a period not exceeding fifteen (15) working days during any calendar year.

H. Administrative Leave

1. Employees are expected to serve their jury duty when summoned.
 - a. An employee who is serving as a juror or testing in an official capacity and is excused by the court for one day or part of a day, which would allow an employee to work two (2) or more hours, that employee must return to work, take AL or LWOP for that period. This does not include travel time.
2. Employees subpoenaed for witness duty in litigation involving the Comanche Nation, or as a witness for any federal or state agency, or in their capacity as employees, shall perform this duty on official time in pay status.
3. Witness duty in private litigation shall be performed on annual leave or LWOP.
4. Employee shall be allowed two (2) hours during the working day to vote in Comanche Nation, federal, state, and local elections. More time may be given for special Comanche Nation elections.
5. A Comanche Nation employee shall receive eight (8) hours of administrative leave for their birthday, if business needs allow.
 - a. The eight (8) hours of birthday leave shall be used in the month their birthday takes place.
 - b. Administrative offices will observe their birthday accordingly if the birthday falls on a weekend.
 - i. A birthday falling on a Saturday shall be observed on the proceeding Friday.
 - ii. A birthday falling on a Sunday shall be observed on the following Monday.
6. Bereavement Leave allows employees to take time off following the death of a relative (refer to the nepotism policy Article XV Nepotism Section 1. Constitution.);

a. Duration:

- i. Five (5) days for immediate family members following the nepotism policy. Depending on the location of the funeral (e.g., out of state).
- ii. This does include step family, grandparents and in-laws.
- iii. For any other extended family, no bereavement will be given, but personal time can be used with your director's approval.

b. Documentation:

- i. Comanche Nation requires proof, such as obituary or funeral program.
- ii. This has nothing to do with the bereavement assistance at the Funeral Home.

7. Examples of emergencies to include the following:

- a. Extreme weather conditions;
- b. Disasters such as fires and floods; and
- c. Other natural phenomenal which prevent employees from reporting for duty.

8. Other emergency absence from duty with pay may be approved by the Tribal Administrator, as deemed necessary.

III. REQUIRED EMPLOYMENT STATUS

- A. Fringe benefits, except for Social Security and Workmen's Compensation required by law, shall not be extended to part-time, seasonal, temporary, or contract employees.

IV. WORKMEN'S COMPENSATION POLICY

A. Purposes

1. This policy establishes guidelines for the administration of workman's compensation to ensure employees receive adequate financial and medical support in the event of workplace injury or illness.

B. Scope

1. This policy applies to all employees of the Comanche Nation, including full-time, part-time, and temporary staff, unless otherwise specified by contract or law.

C. Policy Statement

1. Comanche Nation is committed to providing a safe and healthy work environment.
2. However, in the event of work-related injuries or illnesses, employees are entitled to benefits under this Workman's Compensation Policy in accordance with applicable laws.

D. Eligibility

1. Employees are eligible for workman's compensation if they:
 - a. Suffer a workplace injury or illness that arises directly from their employment.
 - b. Report the incident within the specified time of twenty-four (24) hours, unless the medical emergency will not allow until after reporting to the emergency room.
 - c. Applies to injuries, illnesses, or conditions cause directly by workplace activities or environment.
 - d. Comply with all reporting and treatment requirements outlined in this policy.

E. Coverage Benefits

1. Medical Expenses covers the cost of medical treatment for work-related injuries or illness.
2. Wage Replacement provides partial compensation for lost wages during the recovery period.
3. Disability Benefits includes coverage for temporary or permanent disabilities resulting from the injury.
4. Death Benefits provides support to the family or dependents of an employee who dies due to a work-related incident.
5. Rehabilitation Services may include physical therapy or retraining for alternative roles.

F. Exclusions

1. Injuries caused by employee negligence, intoxication, or violation of Comanche Nation policies.

2. Injuries sustained while commuting to or from work.

G. Reporting and Claims Process

1. Immediate Reporting – Employees must report injuries/illnesses to their supervisor or director immediately when it happens. Each supervisor or director must then report the incident to Human Resources on the form provided.
2. Supervisor will immediately take the injured employee to be drug tested at a certified laboratory.
3. Claim Filing – Human Resources will assist the employee in filing a claim with the workers' compensation insurance provider.
4. Claims must be filed within three (3) days from the date of the incident.
5. Investigation – The incident is reviewed to determine if it qualifies under the policy.
6. Employees are required to cooperate fully during the investigation process.

H. Employer Obligations

1. Maintain active worker's compensation insurance as required by law.
2. Ensure a safe work environment to minimize risks.
3. Provide employees with clear instructions on reporting incidents and filing claims.

I. Employee Responsibility

1. Follow safety protocols and report hazards promptly.
2. Report injuries or illnesses immediately and provide accurate information about the incident.
3. Attend medical evaluations or treatment as directed.

J. Exclusions

1. The following incidents are not covered under this policy:
 - a. Injuries resulting from employee's own intoxication or illegal activities.
 - b. Injuries caused by intentional misconduct or violations of company policies.
 - c. Injuries sustained while commuting to or from work.

K. Non-Retaliation Clause

1. Employees who report workplace injuries or illnesses or file claims are protected from retaliation or discrimination under this policy.

L. Implementation

1. Comanche Nation will ensure compliance with tribal, federal and state laws and regulations regarding worker's compensation.
2. Human Resources Department will regularly update the policy yearly to reflect legislative changes and organizational needs every 12 months.
3. Human Resources will provide training and resources to employees on a quarterly basis on workplace safety and their rights under the policy.
4. For questions regarding this policy or to report an incident, please contact Comanche Nation Human Resource Department Benefits Coordinator.

M. Acknowledgement

1. Employees will acknowledge that they have read and understood the Workman's Compensation Policy by signing the form on the Onboarding and/or Orientation Day.

V. **PROPERTY & PROCUREMENT – VEHICLE USE**

- A. The Comanche Nation Property & Procurement Department shall maintain files of all authorized drivers documenting the following:

1. Name of individual;
2. Copy of their current drivers' license;
3. Copy of auto policy with individual listed on policy; and
4. Copy of signed Human Resources P&P Acknowledgement Form.

- B. The Comanche Nation Property & Procurement Department is responsible for controlling access to Comanche Nation vehicles.

- C. The Comanche Nation Property & Procurement Department shall perform the following when use of Comanche Nation vehicle is requested:

1. Ensure the requesting individual is an authorized driver;
 - a. Valid Driver's License
 - b. No Moving Violations in the last three years
 - c. No Convictions of DUI/DWI within the last five years
2. Ensure the driver is included on the Comanche Nation auto insurance policy;

3. Ensure there is a signed copy of the Human Resources P&P Acknowledgement Form for the individual.
4. Ensure there is a vehicle that is available at the time of request; and
5. Document the following on the Comanche Nation Vehicle Use Log when giving access to a company vehicle:
 - a. Name of Driver and Names of all passengers;
 - b. Trip Destination;
 - c. Reason for Vehicle Use;
 - d. Date & Time Vehicle is Released;
 - e. Beginning Vehicle Mileage; and
 - f. Inspect the vehicle and note any damages prior to leaving Comanche Nation property on the Comanche Nation Vehicle Inspection form.
6. If during the use of company vehicle an accident occurs, the driver shall perform the following:
 - a. Refer to the steps provided with the insurance verification card maintained in the glove box of the vehicle;
 - b. Notify the Property & Procurement Department;
 - c. Property & Procurement Director will notify the Human Resource Department for the necessary steps of Drug Testing or Alcohol Testing;
 - d. The Property & Procurement Director will notify the Tribal Administrator.
 - e. Work Comp Evaluation required if MVA is documented. Refer to the Work Comp policy Section IV, G
7. Once an individual is completed with the use of the company vehicle the key shall be returned to the Property & Procurement department or in the drop box.
8. The Property & Procurement department shall perform the following to check the vehicle in:
 - a. Inspect the vehicle for the following:
 - i. Mileage;
 - ii. Any new damage to the outside or inside of the vehicle;
 - iii. Cleanliness; and
 - iv. Fuel Level.
 - b. Update the Comanche Nation Vehicle Use Log to include the following:

- i. Date and Time Vehicle is returned;
 - ii. Ending vehicle mileage;
 - iii. Note whether the vehicle was turned in clean (no trash or personal items were left in the vehicle);
 - iv. Note whether the driver noticed any mechanical defects while driving on the Vehicle Inspection Form;
 - v. Any other comments, as necessary; and
 - vi. Name of Driver.
9. Name of the Property & Procurement employee obtaining vehicle keys or if they were left in the drop box.
10. The department is responsible for scheduling routine maintenance on vehicle purchased through their program. Property & Procurement may assist but they will be responsible for Administration's vehicles.

D. Comanche Nation Vehicles and Equipment – Usage

1. Employees assigned to a Comanche Nation vehicle or those who drive a Comanche Nation owned vehicle must follow the requirements outlined in this policy.
2. The Comanche Nation Vehicle Policy is committed to promoting safety and responsible driving for all of its employees.
3. All drivers must be listed on Comanche Nation's auto liability insurance policy prior to driving the company vehicles.
4. All Comanche Nation rules, applicable Tribal, State, Federal and local laws governing the use of vehicles must be followed.
5. Employees who violate the policy are subject to disciplinary action which may include suspension of driving privileges or termination.
6. To ensure that this commitment is followed through, the Comanche Nation shall follow the vehicle policy that requires compliance to the following:
 - a. All employees who operate the Comanche Nation vehicles during the performance of their jobs do so in a lawful and safe manner;
 - b. Comanche Nation vehicles are to be utilized for official Comanche Nation business only;
 - c. Comanche Nation vehicles shall not be considered available for personal use in any way, unless specifically authorized by the Tribal Administrator of Comanche Nation;
 - d. Comanche Nation vehicles are to be driven only by assigned drivers unless it is preapproved by the Tribal Administrator;

- e. Only Comanche Nation employee and the Comanche Nation Business Committee may ride in Comanche Nation vehicles, unless it is pre-approved by the Tribal Administrator;
- f. All Comanche Nation owned vehicles shall remain on the Comanche Nation owned property when not in use;
- g. Emailing, composing/reading text messages, making/taking photos, making/taking video, live streaming, or making phone calls while driving is prohibited;
- h. No social media of any kind is allowed;
- i. Drivers and passengers must always wear seatbelts;
- j. Use of tobacco, alcohol, or any other controlled substances is strictly forbidden inside the company vehicles (NO SMOKING, VAPING, or E-CIGS ALLOWED);
- k. At no time are passengers permitted to ride in the bed of a pickup, unless approved for an event;
- l. At no time shall employees pick-up unauthorized passengers to be granted transportation;
- m. Any moving or stationary violation in a company vehicle shall be the financial responsibility of the driver; and
- n. Any person receiving a violation in a company vehicle is required to notify the following within twenty-four (24) hours of receipt or if occurrence is over a weekend or holiday, the violation must be reported at the beginning of the next business day.

- i. Comanche Nation Property & Procurement; and
- ii. Comanche Nation Human Resources Department.

- o. Employees may be required to attend driver safety improvement instructions in order to retain the right to operate Comanche Nation vehicles.
- p. Operators of all motorized equipment used in the service of the Comanche Nation who become involved in any accident shall be subject to disciplinary action if:

- i. Upon investigation, carelessness or recklessness contributed to the cause of the accident.

- 7. Drivers must notify the Property & Procurement Department of any physical or mechanical defects noticed while driving.
- 8. Drivers must notify the Property & Procurement Department of any observed lapses in vehicle registration.
- 9. Departments are responsible for ensuring their company vehicle's tags are up-to-date.

10. Keys shall not be kept in the vehicle while left unattended.
11. Duplicate keys shall not be made of the vehicle, except by the Property & Procurement Department.
12. Drivers must have a current and valid driver license for the type of vehicle being operated.

VI. INFORMATION TECHNOLOGY

A. Telephone Usage

1. Due to the increasing volume of Comanche Nation business transacted by telephone, both incoming and outgoing personal telephone calls are discouraged.
2. However, the Comanche Nation recognizes that there are occasional calls that must be made or received during work hours.
3. These calls shall be on emergency basis and held to a minimum.

B. Computers, Software, Networks and Internet Usage

1. All Comanche Nation computers, files, e-mail system, network, internet, cell phones, software or other electronic devices furnished to employees are the property of Comanche Nation. They are for Comanche Nation business use only.
2. Comanche Nation employee's may not use another user's password or share their password.
3. Comanche Nation has the authority to monitor employee's usage of Comanche Nation issued electronic devices.
4. Personal computers are not allowed on the Comanche Nation property.
5. Only software provided by the Comanche Nation or Information Technology department is authorized for installation.

VII. SOCIAL MEDIA POLICY

A. Social Media Policy

1. Social media (including but not limited to personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter, Snap Chat, Instagram, What's App Messenger, Tender, Slack, Tumbler, MySpace, File Sharing, Drop Box, Tik Tok, video sharing sites such as YouTube, and e-mail; etc,) are common means of communication and self-expression.
2. Online postings can conflict with the reputation and integrity of the Comanche Nation and its employees.

3. The Comanche Nation employees shall prevent the following:
 - a. Making any comments on any social media sites, post material, or reacting (like, love, or emojis etc.) that is or might be construed to be offensive, obscene, defamatory, discriminatory, hateful, racist or sexist towards Comanche Nation and/or its entities, departments, employees, or elected officials.
 - b. Making any comments, posting material, or reacting (like, love, or emojis etc.) on social media that creates or might be construed to create, a risk to the health and safety of a staff member, contractor/vendors, elected official or other person, including material that amounts to “unacceptable behavior” such as bullying, psychological or emotional violence, coercion, harassment, aggressive or abusive comments or behavior, and/or unreasonable demands or undue pressure.
 - c. All employees are responsible for their own actions and all comments, material, reactions on social media.
 - d. Profanity is not allowed while promoting Comanche Nation.
 - e. If an employee or contractor of the Comanche Nation violates this section, they will be **IMMEDIATELY TERMINATED**.

VIII. GROUP INSURANCE COVERAGE

A. Group Health, Wellness, and Dental Insurance

1. The Comanche Nation shall maintain a Group Health and Dental Insurance Plan for all full-time employees.
2. Employees may optionally elect for such related dependent benefits and coverage as may be contractually provided.
 - a. Dependent Health and Dental Coverage – The Comanche Nation agrees to pay a percentage of the dependent health and dental coverage premium per month as a supplement to the employee’s premium for dependent coverage (see Appendix C). Such payment shall be made directly to the Comanche Nation’s group insurance fund.
 - b. Wellness Program – Employees are provided the opportunity to participate in the Comanche Nation Wellness Plan. The Plan shall consist of two elements, annual Health Risk Assessments and biometric screenings.
 - i. Test results shall be provided to members in the form of a personalized health risk profile that they may then provide

to their personal physician. The individual test results shall remain confidential and shall not be disclosed by the testing company to any person unless the employee authorizes the same.

- ii. The biometric testing shall be made available to employees on Comanche Nation premises during work hours. Employees shall be allowed a sufficient amount of time to participate.
- c. Group Life Insurance – The Comanche Nation shall maintain a Group Life Insurance Plan covering a selected contractual amount of life insurance for all full-time employees and shall pay the cost of the plan pertaining to employees. The employee may optionally exercise a choice for any extended benefits, beyond those contracted by the Comanche Nation, for themselves and/or their dependents.

IX. HOLIDAYS

A. The following days shall be considered official holidays by the Comanche Nation. Employees shall be granted time off with pay (if applicable), unless required to work:

1. New Year's Day (January 1)
2. Martin Luther King Jr. Day (third Monday in January)
3. Presidents' Day
4. Good Friday
5. Memorial Day (last Monday in May)
6. Juneteenth
7. Independence Day (July 4th)
8. Comanche Chiefs' Day
9. Labor Day (first Monday in September)
10. Indigenous Peoples' Day
11. Veterans' Day (traditional observance)
12. Thanksgiving Day (fourth Thursday in November)
13. Comanche Nation Constitution Day following Thanksgiving
14. Christmas Eve (December 24th)
15. Christmas (December 25th)
16. Other (Birthday Leave)

B. Interpretation and Application – The granting of holidays observed by the Comanche Nation shall be subject to the following provisions:

1. When a holiday falls on Saturday, it shall be observed on the preceding Friday. When a holiday falls on Sunday, the following Monday shall be observed.
2. Non-exempt employees assigned to a forty (40) hour work week who are required to work on a Comanche Nation holiday, because of the nature of the work, shall receive compensation (compensatory time if acceptable to both the employee and the supervisor by approval only from Tribal Administrator) for actual hours worked as if it were a regular work day, plus bonus time at one and one-half (1 ½) times their hourly rate.
 - a. When requesting comp time approval, the comp time forms must be received by HR and processed in the month it was received.
 - b. If the supervisor or employee fails to submit the forms in a timely manner, the comp time is forfeited.
3. A holiday falling during a period of paid leave, including vacations, shall not be counted as a workday in computing the amount of leave expended. However, when an employee is absent without approved leave on a holiday for which they are scheduled to work, such time shall be counted as leave without pay, and they shall not be eligible to receive an additional day off with pay at a later date.
4. Holiday pay shall not be paid if the employee fails to work on both their regularly scheduled work day immediately prior to and following a designated holiday, unless on paid leave which has been approved by the employee's supervisor.
5. An employee terminating their service with the Comanche Nation whose last scheduled work day falls on a holiday shall have the effective date of their separation on the work day immediately preceding the holiday.
6. An employee's birthday holiday must be taken within the date of the accrual month. It will not be subject to any overtime pay or compensatory accruals. Prior approval by the employee's supervisor must be obtained.
7. An employee must have been employed by the Comanche Nation continuously for thirty (30) days before being eligible for holiday pay.
8. If a tribal or federal holiday is declared, it will be reviewed by the Tribal Administrator.

X. DRUGS & ALCOHOL

- A. It is the policy of the Comanche Nation to establish and maintain a work environment that is drug free, healthy, safe and secure.
- B. This policy applies to all employees, contractors, and volunteers working within Comanche Nation government offices, enterprises, and affiliated organizations or boards.

- C. Comanche Nation is a Drug-Free workplace and may require Comanche Nation to conduct random drug testing of Comanche Nation employees based on funding sources and job title.
- D. All urinalysis drug test are to be unobserved unless there is probable cause to believe that an employee will tamper with, or adulterate, a urine test, in which case the employee will have the option of being subject to a five-panel hair follicle test with medical officer review verification, so long as the employee has sufficient length hair for such a test, or an observed urinalysis.
- E. All employees are forbidden of the following:
 - 1. To use, possess, or manufacturer alcohol, illegal drugs, or non-prescribed controlled substances and/or medication (marijuana may not be possessed regardless of prescription, see section 3 below) at any time or place while on the job or at any time while at the work place; and
 - 2. To engage in any sale or other transaction involving illegal drugs at the work place or in performance of job duties away from the work place.
 - 3. Employees are prohibited from using, consuming, possession, or distributing marijuana while on Comanche Nation property, in work vehicles, or during work hours, regardless of whether or not they have a medical marijuana card or doctor's prescription.
 - 4. Reporting to work under the influence of marijuana, where impairment may affect safety, job performance, or workplace operations, regardless of whether or not they have a medical marijuana card or doctor's prescription.
 - 5. Performing safety-sensitive duties (e.g., operating machinery, driving, handling hazardous materials) while under the influence of marijuana, regardless of whether or not they have a medical marijuana card or doctor's prescription.
 - 6. Violations of the above is zero tolerance and will be terminated from employment.
- F. Employees violating provisions of the Drug-Free Workplace Policy or testing positive on any drug test shall be subject to disciplinary action in accordance to the Comanche Nation Personnel Policies (including termination from employment).
- G. The drug and/or alcohol testing shall be conducted at the expense of the Comanche Nation.
- H. Drug Testing & Impairment
 - 1. Reasonable Suspicion Testing: Employees suspected to being impaired at work may be subject to a drug test. Observable signs of impairment include, but are not limited to:

- a. Slurred speech or physical appearance;
 - b. Impaired motor skills;
 - c. Unusual behavior or odor; and
 - d. Decreased alertness or productivity.
2. Post-Accident Testing: Employees involved in workplace accidents may be required to undergo drug testing.

I. Comanche Nation employees shall be subject to random drug testing as follows:

1. All Comanche Nation employees must sign the Human Resources P&P Acknowledgement Form indicating they have read and acknowledged the receipt of the Comanche Nation Drug Testing Policy.
2. A Comanche Nation certified employee shall test all new hires and randomly select, on a monthly basis, the Comanche Nation employees to submit specimens for drug and/or alcohol testing, including an Alternate.
 - a. Due to the legality of marijuana in several states, including medical marijuana in Oklahoma, a positive test for marijuana on a pre-employment or random drug test will generally not be considered a failed test. However, a positive result for marijuana on a pre-employment or random drug test will be considered a failure for the following programs or department: Prevention & Recovery, New Pathways, Early Childhood Development Centers, Transit.
 - b. Nothing herein shall be construed as permitting or encouraging employees to use marijuana. A positive test for marijuana on a post-accident or reasonable suspicion test will be considered a failed test. Any employee that chooses to use marijuana in compliance with state law chooses to run the risk that they will lose their job, lose benefits, or be disciplined for a failed post - accident or reasonable suspicion test.
3. If an employee test inconclusive or positive, the employee may be asked to be tested at an approved testing laboratory nearby.
4. An employee who is on approved leave of absence at the time HR generates the testing sample selection shall not be required to report for testing and an Alternate employee shall be selected from the testing list.
5. The randomly selected employees shall have one (1) hour after notification of selection to report to the laboratory for testing.
6. Failure of a selected employee to report within the allotted time shall result in a presumed positive test.
7. If an employee tests positive for a prohibited substance, the employee must deliver to Human Resources within forty-eight (48) hours of the

notice of positive results the following in order to be exempted from adverse consequences:

- a. A certified, unexpired prescription in the employee's name from the prescribing physician or psychiatrist; or
 - b. A statement from the person conducting the recent Native American Church Ceremony, if positive for peyote.
8. If an employee cannot exempt themselves from a positive test result as noted above and the employee is in their probationary period, then the employee shall be discharged from employment.
9. If an employee cannot provide proper documents for a positive test result as noted above and the employee has completed their probationary period, he and/or she shall be subject to disciplinary action in accordance to the Comanche Nation Human Resources Policy and Procedure (including possible discharge from employment).
 - a. If the employee is retained, the employee is required as a condition of such retention to successfully complete a program of drug counseling and/or rehabilitation at his and/or her expense.
 - b. The employee is required to complete counseling and/or rehabilitation as a condition of employment, may use accrued sick leave and/or annual leave, or may be granted leave without pay if approved by the Director or Tribal Administrator, in order to attend such program.

J. Disciplinary Actions

1. Employees who violate this policy will face disciplinary immediate termination.
2. If an employee test positive but is not impaired at work, Human Resources will review the case in accordance with tribal employment laws and policies.

K. Compliance & Updates

1. This policy is subject to periodic review and modification based on changes in tribal, state and federal laws. Employees are encouraged to consult Comanche Nation Human Resources for any questions and concerns regarding medical marijuana use in the workplace.

XI. EMPLOYEE ASSISTANCE PROGRAM (EAP)

- A. Comanche Nation cares about the well-being of its employees and recognizes that personal problems, such as alcohol and drug addiction, marital and family difficulties, financial or legal problems, and emotional distress can disrupt and affect their job performance. Therefore, Comanche Nation is responsible for overseeing the EAP program.
- B. All permanent full-time and permanent part-time employees are eligible to participate in the EAP program at no cost. An employee who wants to participate must contact the EAP counselor directly.
- C. Referrals to the program may be through the employee, supervisor/department director, or Human Resources Director.
- D. All records of Comanche Nation shall be handled in a confidential manner and shall not jeopardize present or future job status, except when personal work performance continues in an unacceptable manner.
- E. Any breach of confidentiality shall be in accordance with all existing state and federal laws governing release of information.

XII. IN-SERVICE TRAINING

- A. In order that employees may perform their work more efficiently and be able to qualify for positions of increasing difficulty and responsibility, the Human Resources Department encourages and will aid department directors and employees in setting up and carrying out such in-service training programs as are suitable to the various departments of the Comanche Nation.
- B. Due to the wide variation in the duties of individual employees and the type of service rendered by the different department of Comanche Nation, training programs affecting, or of the interest to employee groups, may be limited.
 - 1. Courses Available – When an employee shows interest and curiosity about their job and related jobs, they are performing a service both for themselves and the Comanche Nation.
 - 2. When a formal on-the-job program is not in operation, there is much that the alert interested employer can do to improve their efficiency and increase their prospects of promotion.
 - 3. The Human Resources Department shall maintain liaison with the various educational institutions in order to keep abreast of the many job-related educational opportunities that may become available.

XIII. DEPARTMENT TRAINING

- A. It is the desire of the Comanche Nation to provide on-the-job training in the service departments. This allows employees to prepare themselves for future advancements when permanent vacancies occur or to fill such positions for

temporary periods during vacation or sick leave of the regularly assigned employee.

- B. Training of this nature will be carried on by assigning the employee to the position they are interested in for brief periods when:
 - 1. Absence from their regular job will not interfere with the operation of their department;
 - 2. Their temporary assignment to the prospective new position will not disrupt operations; and
 - 3. Someone skilled in the new operation is available to give proper instruction.
- C. An employee taking on-the-job training should understand that such training does not indicate that there will be an early vacancy in this position.
- D. Employees, while taking such training, will be paid their regular wages.

XIV. TRAVEL POLICY

- A. The Comanche Nation recognizes that direct benefits accrue to the Nation as the result of employee training through attendance at seminars and meetings. However, it should be recognized that the employee personally benefits through their career development.
- B. Travel will be approved only if the purpose of the trip is to transact official business, attend official and professional meetings, or participate in conferences or training sessions necessary to maintain a required professional certification/license or promote and enhance the efficient conduct of the Comanche Nation affairs.
- C. This policy provides the administrative regulations governing all travel outside of the Comanche Nation area on behalf of the Nation.
 - 1. Such travel includes being away on Comanche Nation business, training, seminars, workshops, and professional conferences.
 - 2. To protect the interest of both the Comanche Nation and its employees and elected officials, the following rules are to be used as a guide in determining the expenses that the Comanche Nation will reimburse.
 - 3. While this policy sets out standard guidelines for expense reimbursement, budget constraints in each department and the amount allocated in the budget for a particular trip may require a modified application of these guidelines on a case-by-case basis and will be a controlling factor for authorization of any expenditure.
 - 4. Trips must be authorized by the department supervisor and/or director and deviation from reimbursement guidelines must be supported by written

documentation, acknowledged by the participating employee(s), prior to incurring travel expenditures.

5. It is the responsibility of the department supervisors and/or directors to do the following:
 - a. Screen all travel requests to limit trips, monitor expenses, review the number of employees traveling, itineraries, and the duration of the trips that are essential to the performance of the department mission;
 - b. Exercise control of travel expenses by keeping them within established budget appropriations;
 - c. Examine travel destinations to ensure that employees travel to destinations that result in the lowest cost of the Comanche Nation.
- D. Travel Authorization – A signed, and approved Expense report form must be submitted if any reimbursement is required.
 1. Travel Request form must be submitted to the supervisor and/or director for authorization prior to any travel commitments;
 2. Travel Request form must be submitted to the Tribal Administrator for authorization prior to any travel commitments;
 3. A memo or brochure documenting the purpose of the travel will be attached to the trip request form in order to support all travel.
- E. Travel Agencies and/or Airline Website – Employees are encouraged to make their travel arrangements in what is best price to meet their needs.
 1. The Comanche Nation does not have a contractual relationship with any travel agency, so employees who desire to travel can use either travel agency or airline websites for a better pricing.
 2. Employees should keep in mind there are several options on how to make travel arrangements on the Internet.
 3. Travel arrangement can be made via the internet at fares lower than available through a travel agent, departments can elect to purchase travel services directly over the internet using the Comanche Nation credit card through Property & Procurement.
 4. In addition to various general travel sites available, it is sometimes possible to obtain lower rates by going directly to the specific airline or hotel website.
- F. Travel Expense Allowances – Approved expenses for travel will be reimbursed to the employee with appropriate expense documentation (receipts). The Tribal

Administrator or designated representatives may exercise discretion in reimbursing expenses not listed.

1. Items prohibited from reimbursement include the following:
 - a. Personal items;
 - b. Laundry and cleaning;
 - c. Personal trips;
 - d. Alcoholic beverages; and
 - e. Entertainment (Golf, Casino, Concerts, etc.).
2. Other items prohibited from reimbursement for expenses for members of the employee's family.

G. Transportation

1. Air Travel – For travel outside of the State of Oklahoma, commercial air transportation is usually more economical in time and money and should be utilized whenever possible. Air coach and discount rates should be considered the standard.
2. Comanche Nation Vehicles – Employees are encouraged to use a tribal vehicle when traveling on tribal business within the State of Oklahoma. The use of any tribal owned vehicle for travel out-of-state requires approval of the department director and/or Tribal Administrator. Direct expense associated with the use of a tribal vehicle, which are incurred by the employee, such as gasoline, will be reimbursed.
3. Private Car – Use of a private car for the convenience of the employee will be reimbursed in an amount per mile as determined by the federal reimbursement rates.
4. Rental Car – Under some circumstances, rental of a vehicle may be necessary and/or cost-effective practice. Prior approval shall be obtained and justification for the use of a rental car must be submitted with the travel request form. A copy of the rental agreement and loss/damage insurance cost must be submitted with the Travel Expense Voucher.
5. Transportation expenses such as, but not limited to, gasoline, taxi fare, bus fare, parking, tolls, Uber, Lyft, etc., shall be reimbursed at the actual cost with receipts provided.

H. Lodging

1. Expenses will be allowed for adequate lodging and accommodations appropriate to the trip.

2. Intermediate priced rooms should be the practice, although it is recognized that conference-housing bureaus may assign rooms without consideration of the employee's preference.
 3. In room entertainment and valet service is not reimbursable.
 4. A properly executed receipt will be required for reimbursement of lodging expenses.
 5. Lodging expenses shall not be allowed for any trips within two (2) hours driving time from Comanche Nation with department director approval.
 6. Employees are expected to return to Comanche Nation for the night. This rule shall not apply to meetings of more than one day's duration.
- I. Meals and Other Incidental Expenses – Employees, when away from Comanche Nation on a trip, are allowed to use the “Per Diem” rate for meals and incidental expense based on Per Diem Rates GSA.
1. Meals shall be reimbursed for Comanche Nation employees only.
 2. The tribe shall not “pick up the tab” for others unless authorized by the Tribal Administrator.
 3. The Comanche Nation will pay for meals at scheduled seminars, training sessions, and other meetings, but will not reimburse for meals elsewhere if the meal cost was included in the conference fee.
 4. When filling out the Travel Form, the employee will be allowed the per diem rate for meals and incidental expenses (tips, ground transportation).
 5. When filling out the Trip Reimbursement Form for meals, indicate the per diem rate (which can be obtained from the Finance Department) which is the limit allowed for meals and incidental expenses. Using the per diem rate for allowances will be more convenient for the employee by not having to ask for and keep up with meal receipts.
- J. Registration/Conference Fees – Fees charged for registration at any approved event are an allowable expense.
1. Registration fees should be paid in advance in order to receive the discounted rate.
 2. The receipt of registration paid should be provided to the finance department.
- K. Local Travel – Costs incurred by an employee while attending a conference, meeting, or training seminar, or while otherwise carrying out official business within the Lawton/Oklahoma City area, will be reimbursed upon submission of appropriate claim forms, including acceptable documentation of the expense.

1. Registration fees for seminars, conferences, or meetings held within the Comanche Nation area if a vehicle is not available.
 2. The Comanche Nation company vehicle should be used for local travel if possible, and multiple attendees should carpool when practical. If private vehicles are used, mileage will be reimbursed at the current GSA rate.
- L. Reasonable Expenses – Any reasonable expense incurred because an employee is traveling can be an allowable expense.
1. Parking, postage and Uber, Lyft fares.
 2. As a general rule, an expense is likely to be approved if some Comanche Nation objective or mission is being served.
- M. Expense Report – Upon return from a trip, the employee is required to submit a report for all trip related expenditures to the Finance Department, no later than ten (10) working days after returning to work, using the Travel Reimbursement Form.
1. Receipts for all major items must be attached.
 2. When the receipt for an expense is not available, the employee must explain in writing, and the expense may not be reimbursed.
 3. The Tribal Administrator working with Finance will make the final determination if an expense will be reimbursed and that determination will be case by case with supporting documentation for reasoning.
 4. If not reconciled in the timeframe, the employee is required to pay back the total of that work trip out of the next two payrolls.
 5. Until that travel is paid, you are not able to go on travel.
- N. Attendance and Conduct:
1. Traveling on behalf of the Comanche Nation and using funding is a privilege. As a Comanche Nation employee and /or an elected official, the claimant is expected to attend the conference and training sessions.
 2. An employee found to be absent from a substantial portion of the conference, seminar, sessions or other activity without good and justifiable cause will be subject to disciplinary actions in accordance with applicable policies and may be personally liable for all travel expenses.
 3. Any Comanche Nation employee, who performs any action that reflects discredit upon the Comanche Nation, is involved in any conduct that is offensive, violates the common decency of a Comanche Nation Employee will be subject to disciplinary actions in accordance with the Comanche Nation Human Resource Policies.

O. Accidents:

1. In the event an employee traveling on Comanche Nation business becomes involved in an accident, the Comanche Nation Property and Procurement should be notified as soon as possible.
 2. The law enforcement should be notified and a police report should be obtained.
- P. Abuse of this travel policy, including falsifying expense reports to reflect costs not incurred by the employee will automatically be termination of employment.

Section VII

Code of Conduct

I. POLICIES AND PROCEDURES

- A. The main purpose of having policies and procedures is to establish a high degree of understanding, cooperation, efficiency and unity among employees, fostered by a systematic application of good procedures in personnel management.
- B. A fundamental objective of these personnel management policies is to:
 - 1. Promote high morale among employees by providing good working relationships;
 - 2. A uniform Human Resources policy and procedures manual;
 - 3. Opportunity for advancement; and
 - 4. Consideration for employee needs and desires.

II. EMPLOYEE CODE OF ETHICS

- A. It is the policy of the Comanche Nation that the highest standards of ethical conduct are required of all Comanche Nation employees.
- B. Comanche Nation employees must conduct themselves in an ethical and proper manner, in accordance with the Comanche Nation Code of Conduct policy, and in full compliance with all tribal and federal laws and regulations.
- C. Our commitment is service to our tribal members and this is why we are employed.
- D. As a Comanche Nation employee, you should be guided by prudent judgment and personal responsibility whether serving the public or working with colleagues.
- E. Your decisions and actions should be made according to the following ethical principles:
 - 1. To uphold the Comanche Nation policies in a transparent and consistent manner at all times;
 - 2. To make unbiased decisions and use authority fairly and responsibly;
 - 3. To act honestly and to be an advocate for an environment that promotes public trust;
 - 4. To not use the Comanche Nation resources or your position for personal gain; and
 - 5. To be mindful of how your actions may be perceived by others and to avoid conflicts of interest.

III. CODE OF CONDUCT POLICY

A. This Code of Conduct policy applies to all Comanche Nation employees.

1. Fundamental Work Rule as a Comanche Nation employee he/she should conduct themselves in a manner that will promote cooperation among all Comanche Nation employees, showing respect, courtesy, and professionalism in their dealings with one another.
2. Inappropriate conduct on or off the clock that creates an unacceptable reflection on Comanche Nation, but not limited to, the following:
 - a. Demeaning, harassing, belittling others, name calling;
 - b. Emotional tirades, tantrums, and other displays of anger;
 - c. Humiliating, intimidating, bullying, threatening others;
 - d. Gossiping, spreading rumors about or damaging a co-worker's reputation, including posting on social media;
 - e. Refusing to follow a directive, unless the directive requires illegal or unsafe conduct; and
 - f. Being unprofessionally argumentative.
3. Any violation of this fundamental work rule should be reported in a timely manner and is cause for severe discipline, including termination.

B. Acceptance of Gifts or Favors

1. An employee shall not accept or solicit any gifts or favor where the receipt would either compromise impartial performance or would be viewed by the public to compromise impartial performance.

C. Fraud

1. The Comanche Nation has established systems and internal controls to provide reasonable assurances of the prevention and detection of fraud and encourages reporting by the Comanche Nation employees of improper government action taken by the Comanche Nation elected officials or employees.
2. The term refers to, but not limited to:
 - a. Any dishonest or fraudulent act;
 - b. Forgery or alteration of any official documents;
 - c. Misappropriation of funds, supplies or Comanche Nation materials;
 - d. Improper handling or reporting of money or financial transactions;

- e. Profiting by self or others as a result of inside knowledge;
 - f. Destruction or intentional disappearance of records, furniture, fixtures or equipment;
 - g. Accepting or seeking anything of material value from vendors or persons providing services or materials to the Comanche Nation for personal benefit; or
 - h. Any similar or related irregularities.
- 3. The Comanche Nation has chosen to establish a practical mechanism (i.e. a fraud hotline) to permit the confidential, anonymous reporting of concerns about fraud or wrongful behavior in the workplace.
 - 4. We know sometime employees may be uncomfortable reporting suspected fraudulent activities to supervisor or managers that they report to or work with on a regular basis.
 - 5. To Encourage the reporting of improper activities and to provide greater assurance of confidentiality, the Comanche Nation will hire an outside company to receive anonymous fraud complaints from employees and vendors.
 - 6. Employees are encouraged to call (Name of Vendor) at (Vendor Phone Number) or email at (Vendor Email) to report improper activities, or you may still report them to your supervisor and/or manager.

D. Secondary Employment

- 1. An employee shall not engage in any secondary employment or other activity which would compromise impartiality or independence of judgment in the performance of the Comanche Nation employee's job duties or create a conflict of interest.
- 2. An employee must provide information regarding secondary employment when requested by the supervisor.

E. Whistleblower Policy

- 1. An employee who has reason to believe that there may who has reason to believe that there may have been an instance of fraud, improper action, or other illegal act in connection with a Comanche Nation program, function or activity shall report it immediately to a supervisor or director, or the Human Resources Director immediately.
- 2. Improper actions are actions undertaken by an employee in the performance of their official duties which:
 - a. Are in violation of any tribal, federal, state or local law;

- b. Constitute an abuse of authority; or create a substantial specific danger to public health or safety; or
 - c. Constitute a waste of public funds.
- 3. Improper actions do not include common personnel actions, such as the processing of grievances, decisions regarding hiring, promotion, firing and other discipline or alleged violations of employment contracts, and established policies or procedures.
- 4. Reported incidences will be investigated as expeditiously as possible. When an investigation confirms that fraud or an illegal act(s) has occurred, appropriate corrective action will be taken, up to and including termination.
- 5. An employee who reports a suspected incident of fraud, illegality, or assists in an investigation shall be protected from retaliation. However, an employee who assists in an investigation and is found to have participated in the illegal act or fraud being investigated is subject to discipline, up to and including termination. If it is determined that a report was not made in good faith or that an employee intentionally provided false information regarding an allegation, disciplinary action may be taken, up to and including termination.
- 6. Any employee who believes that they have experienced retaliation for making a report or assisting in an investigation shall report this as soon as possible to the department director, Human Resources Director or the Tribal Administrator.

F. Political Activity

- 1. Care should be taken to ensure the job performed provides the utmost service to the Comanche Nation tribal members regardless of the political affiliation.
- 2. To accommodate the need to perform the functions of Comanche Nation employment in a timely, responsive, unbiased manner when employees desire to exercise their political rights, the following guidelines should be observed.
 - a. Any employee of the Comanche Nation may actively engage in political activities, provided the political activity in which the employee participates shall be exercised only during off-duty hours and while not in uniform. Care should also be taken in consideration not to use Comanche Nation equipment for political activities, including, but not limited to, computers, phones, fax machines, copiers or supplies.

- b. Comanche Nation recognizes the time commitment to run for a political office as a candidate can be extensive, and the following should be considered:
 - i. Time needed away from the employee/candidate's regular job duties for political activity;
 - ii. Amount of accrued leave time (vacation or compensatory time) available to the employee/candidate for the time away from work for political activity;
 - iii. Whether leave without pay will be needed for the employee/candidate for time away from work for political activity;
 - iv. Ability of the affected department to continue with the Comanche Nation functions in the employee/candidate's absence;
 - v. Leave away from work by an employee/candidate for political activity shall be considered for approval by the Tribal Administrator upon recommendation from the employee's department director.
- c. Comanche Nation employees have the right to participate in political activity, including running for elected office. The employees have the right to run for an elected office and maintain their position with Comanche Nation.
- d. At no point is the employee running for an elected office allowed to campaign while on the clock as a Comanche Nation employee. If the employee is elected into office, they must resign as an employee of Comanche Nation.
- e. If at any point the CN employee running for office is determined to be campaigning for office while on the clock, this violates the CN Code of Conduct policy and is cause for immediate termination as an employee of CN.
- f. Comanche Nation employees also have a right to not participate in political activity. It shall be unlawful for the Tribal Administrator or Comanche Nation Business Committee to directly or indirectly coerce or attempt to coerce any Comanche Nation employee to participate or to refrain from participation in political activities or public meetings.

G. Nepotism

1. Comanche Nation defines “relative” as an individual who is related to the employee as a father, mother, son, daughter, brother, sister, husband and/or wife.
2. For the purpose of this policy, a family member can include the step-parents, step-siblings, grandparents and in-laws.
3. If a member of an employee’s family is defined in this section no family member shall:
 - a. Work in the same department or share the same director and/or supervisor.
 - b. Have any reporting relationship between them.
 - c. Oversee processes that will affect a family member such as:
 - i. HR employees may not be a business partner;
 - ii. Employee relations manager; or
 - iii. Compensation supervisor over any department that the family member is in.
 - d. Participate in any disciplinary or reward decision that directly affects an individual family member.
4. When two Comanche Nation employee’s co-habitat and they are both employed in the same department, one employee shall either transfer to another department, in accordance with the Human Resources Policy and Procedure, or will resign from their position.
5. Comanche Nation employee will be responsible for notifying the Human Resource Department and their supervisor within seven (7) calendar days following the date of marriage.
6. Department Director will have thirty (30) days to either transfer one of the employees to another department or terminate them.
7. Human Resource department will work with you, your family member, and your supervisor to find a solution that does not violate the nepotism policy.

IV. DRESS CODE

A. Attire and Grooming

1. Objective -At Comanche Nation, we believe that a clean and professional work environment is essential to our success. As such, all employees are

required to maintain a neat and professional appearance that is suitable for the workplace.

2. Comanche Nation department directors may determine and enforce guidelines for workplace-appropriate attire and grooming for their areas, including natural or artificial scents that could be distracting or irritating to others.
3. Procedure -All Comanche Nation employees are expected to present a professional, businesslike image to clients, visitors, customers, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with Comanche Nation.
 - a. Supervisors should communicate any department -specific workplace attire and grooming guidelines to employees during new-hire orientation and evaluation periods.
 - b. Any questions about the department's guidelines for attire should be discussed with the employee's immediate supervisor.
 - c. Any staff member who does not meet the attire or grooming standards will be subject to corrective action and may be asked to leave the premises to change clothing.
 - d. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated work place attire and grooming standards.
4. All staff members must carry or wear the Comanche Nation identification at all times while at work. This could include name tag or ID Badge.
5. Specific Requirements - Certain staff members may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions and will be provided to employees by Comanche Nation.
 - a. At the discretion of the department director, in special circumstances, such as during unusually hot or cold weather or during special occasions, staff members may be permitted to dress in a more casual fashion than is normally required.
 - b. On these occasions, staff members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear.
 - c. Likewise, tight, revealing or otherwise workplace-inappropriate dress is not permitted.

6. Reasonable Accommodations of Religious Beliefs - Comanche Nation recognizes the importance of individually held religious beliefs to persons within its workforce.
 - a. Comanche Nation will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship.
 - b. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members.
 - c. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the human resource department.
7. Casual or dress-down days must be neat and clean. No holes in jeans or shirts, Sweatshirts and T-shirts are allowed but cannot have inappropriate graphics. Employees may wear tennis shoes on Fridays.

Appropriate	Inappropriate
Slacks	
<ul style="list-style-type: none"> • Khakis or corduroys • Jeans (must be clean and free of rips, tears and fraying; may not be excessively tight or revealing) • Skorts, capris 	<ul style="list-style-type: none"> • Sweatpants, leggings, exercise wear • Shorts, low-rise or hip-hugger pants or jeans
Shirts	
<ul style="list-style-type: none"> • Polo collar knit or golf shirts • Oxford shirts • Company logo wear (including t-shirts) • Short-sleeved blouses or shirts and t-shirts that are non-graphic tees. • Turtlenecks 	<ul style="list-style-type: none"> • Graphic T-shirts • Beachwear • Sleeveless blouses or shirts • Exercise wear • Crop tops, clothing showing midriffs, spaghetti straps

<ul style="list-style-type: none"> • Blazers or sport coats • Jackets, sweaters, and sweatshirts/hoodies 	
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Shoes

<ul style="list-style-type: none"> • Boating or deck shoes, moccasins • Casual, low-heel, open-back shoes (e.g., mules, sling backs), open-toe sandals • Athletic shoes, tennis shoes (On Casual Friday) 	<ul style="list-style-type: none"> • Flip-flops • Croc-like sandals
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8. Business Attire - The following guidelines apply to business attire if business attire mandates: Dress appropriately when representing Comanche Nation when attending conferences or CN Meetings.
 - a. Dress shirts;
 - b. Ties;
 - c. Tailored Sport Coats or blazers;
 - d. Dress pants (not khakis);
 - e. Tailored pantsuits;
 - f. Coordinated separates; and
 - g. Closed-toed shoes.
9. Exempt Employees – Those whose position description involve manual labor in their daily duties will be exempt from business office attire.
10. Clinical/Health Field Setting – In medical home visiting situations, clinic attire, such as scrubs and athletic tennis shoes are allowable.
11. Addressing workplace attire and hygiene problems:
 - a. Violations of this policy can range from inappropriate clothing items to offensive perfumes and body odor.

- b. If a staff member comes to work in inappropriate dress, he or she will be required to go home, change into conforming attire or properly groom, and return to work.
- c. If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected.
- d. If the problem persists, supervisors should follow the normal corrective action process.

V. HARASSMENT POLICY

- A. Comanche Nation has a ZERO TOLERANCE policy for harassment in the workplace.
- B. The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect.
- C. Harassment is a form of discrimination that is:
 - 1. Offensive;
 - 2. Impairs morale;
 - 3. Undermines the integrity of employment relationships; and
 - 4. Causes serious harm to the productivity, efficiency and stability of the Comanche Nation.
- D. It is the policy of the Comanche Nation that all employees should enjoy a working environment free from all forms of illegal discrimination, including sexual harassment and other harassment based on race, religion, national origin, age, or disability.
- E. No employee, either male or female, should be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical, or to a hostile environment, or to unwelcome conduct based on race, religion, national origin, age or disability.
- F. Sexual Harassment and other workplace harassment are a violation of Comanche Nation policy.
- G. Comanche Nation will treat sexual harassment and harassment based on race, religion, national origin, age, and disability like any other form of employee misconduct will not be tolerated.
- H. Comanche Nation will enforce disciplinary action against any person who threatens or insinuates, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any condition of employment or career development. This discipline will result in termination.

- I. Comanche Nation recognizes that the questions of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a determination based on all facts in each case. Therefore, the Comanche Nation will act positively to investigate alleged sexual harassment and another workplace harassment claims and to effectively remedy them when an allegation is determined to be valid.
- J. Given the nature and the type of discrimination, the Comanche Nation also recognizes that false accusations of sexual harassment or other workplace harassment can have serious effects on innocent men and women. Therefore, false accusations could result in the same severe disciplinary action applicable to one found guilty of sexual harassment or another workplace harassment. Also, all information that relates to a sexual harassment complaint will be kept as confidential as possible and no retaliatory measures will be permitted.
- K. Employees subjected to acts of sexual harassment or other workplace harassment should consider requesting the persons involved to cease from such harassment and shall immediately report such conduct to their supervisor, a supervisor other than their immediate supervisor, their department director, or the Human Resources Director.
- L. Sexual Harassment Defined – Sexual harassment shall be defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission of such conduct is made either explicitly or implicitly a condition of an individual's employment.
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual.
 - 3. Such conduct has the purpose or effect of "unreasonably" interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.
- M. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another's body.
- N. To summarize the above, sexual harassment is any unwelcome sexual conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- O. Sexual conduct shall be defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Verbal conduct of a sexual nature could include the telling of dirty jokes, use of vulgar language, and/or

discussion of sexual activities or practices. These are not the only examples of sexual conduct but are simply given as clarification.

- P. Other Workplace Harassment Defined – Other workplace harassment shall be defined as unwelcome, unsolicited verbal or physical conduct directed towards an employee's race, national origin, age, religion, or religious beliefs, or mental psychological, emotional, or physical condition.
- Q. Other workplace harassment may include improper language such as ethnic or racial slurs or jokes, regular assignment to demeaning jobs or those jobs that are least desirable, consistent treatment in a derogatory or demeaning manner, derogatory or demeaning characterization of an employee based on the following:

- 1. Age;
- 2. Improper Language that refers specifically to an employee's religion or religious beliefs in a derogatory manner;
- 3. Consistently excluding an employee from certain kinds of work or activities because of their disability; or
- 4. Unflattering references to an employee's mental, psychological, emotional, or physical condition.

R. Hostile Work Environment Defined

- 1. A "hostile work environment" is a work atmosphere contaminated by a pattern of offensive conduct directed at an individual's protected class status.
- 2. The law further describes the elements of a hostile work environment as conduct of a verbal or physical nature that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

S. Filing a complaint

- 1. You should tell the co-worker to stop the offensive behavior.
- 2. If the co-worker does not stop the offensive behavior, you should then make a complaint to ONE of the following:
 - a. Your immediate supervisor;
 - b. A supervisor other than your immediate supervisor;
 - c. Your department director;
 - d. Human Resources Director; or
 - e. Tribal Administrator.
- 3. When making the complaint, you must provide specific facts concerning the offensive behavior. These facts should answer the following:

- a. Who committed the offensive behavior?
 - b. What was the specific behavior?
 - c. When and where did the incident(s) occur?
 - d. Were there any witnesses?
 - e. Did the incident occur more than once?
- 4. If the person receiving the complaint is someone other than the Human Resource Director, that person should promptly alert the Human Resource Director of the situation.
- 5. It is the responsibility of the Human Resources Director to conduct an investigation to verify the facts of the complaint.
- 6. If the person who is the subject of the complaint is the Human Resources Director, then the complainant should report to the Tribal Administrator or the Chairman.

T. Receiving a Complaint

- 1. You should get as many facts as possible. Questions you should ask include:
 - a. Who committed the offensive behavior?
 - b. What was the specific behavior?
 - c. When and where did the incident(s) occur?
 - d. Does the person making the complaint have any idea why the offensive behavior occurred?
 - e. Were there any witnesses to the situation?
 - f. What is the history of the relationship between the complainant and the alleged harasser? Were they friends? Casual acquaintances?
 - g. Has this type of incident ever happened before?
- 2. Stay neutral. It is your responsibility to gather the facts, not make judgments. It is also important that you not make any promises, other than say an investigation will be forthcoming.
- 3. Call the Human Resources Director with the complaint. Report all information you have gathered. It is critical that you make this step as soon as possible after receiving the complaint.
- 4. If you actually observed harassing conduct, it is your responsibility as a supervisor to immediately intervene to halt the conduct. You are required to call Human Resources Director, so an investigation can begin.

U. Human Resource Director Responsibilities

1. When a harassment concern is brought to the attention of the Human Resources Director, the Director will do the following on an informal basis before serving the department with a formal complaint:
 - a. Hold an assessment interview to find out the following:
 - i. What happened?
 - ii. When?
 - iii. Where?
 - iv. Were there witnesses?
 - v. What resolution is requested?
 - vi. Advise employee of their right to file a complaint.
 - vii. Ask if employee has requested a resolution within the department and encourage them to do so, if not previously done.
 - viii. With the consent of the employee, arrange a meeting between the employee feeling harassed and appropriate department staff to seek resolution with the department.
 - ix. Assure the employee that all information will be kept as confidential as possible and that no retaliatory measures will be permitted.
2. If informal resolution of the harassment complaint cannot be achieved, the Human Resources Director will do the following:
 - a. Notify the Tribal Administrator and the employee's department in writing that an investigation will be conducted.
 - b. Contact Comanche Nation Law Enforcement Investigator to Interview person(s) feeling harassed.
 - c. Interview person(s) charged with harassment.
 - d. Interview witnesses and supervisor.
 - e. Review actions taken by department to prevent harassment.
 - f. Review related charges, personnel files, work records, and other relevant information.
 - g. Prepare a report of findings, including a recommendation to the department director on how to handle the concern.
 - h. Comanche Nation Legal Attorney may review the report.
 - i. Follow-up.
3. Notify the person filing the complaint, the department director, Human Resources, and the Tribal Administrator of the decision.

- a. If no evidence of harassment is found, the Human Resources Director will notify the person bringing the concern and the department that the case is closed.
- b. False accusations could result in the same severe disciplinary action applicable to one found guilty of harassment.
- c. If probable cause that harassment has occurred is found, the Human Resources Director will meet with the person feeling harassed, the department to advise them of the finding, and to notify them as to what disciplinary actions will be taken.

VI. VIOLENCE IN THE WORKPLACE

- A. The Comanche Nation is committed to preventing workplace violence and to maintaining a safe work environment.
- B. The Comanche Nation will not tolerate acts of violence committed by or against Comanche Nation employees while on the Comanche Nation property or while performing Comanche Nation business.
- C. The word “violence” in this policy includes, but is not limited to, an act or behavior that:
 - 1. Consists of physical assault;
 - 2. Is an attempt at physical assault;
 - 3. Consists of a communicated or perceived threat to harm another individual or in any way endanger the safety of an individual;
 - 4. Is perceived as obsessively directed, e.g., intensely focused on a grudge, grievance or romantic interest in another person which could result in harm or threats of harm to people or property;
 - 5. Involves carrying or displaying weapons while conducting business with the Comanche Nation;
 - 6. Destroying property or throwing objects in a manner perceived to be threatening;
 - 7. Consists of a communicated or perceived threat to destroy property; or
 - 8. Harassment or defamation of character through social media.
- D. The word “workplace” in this policy includes, but is not limited to, violent actions or behavior that occurs:
 - 1. On All Comanche Nation Property; or
 - 2. While on Comanche Nation business.
- E. Violent actions or behavior directed at or relating to Comanche Nation employees, elected officials or vendors will not be tolerated or ignored. Violent actions or

behavior on Comanche Nation property or at the Comanche Nation facilities, or while on Comanche Nation business, will not be tolerated or ignored.

F. Any unlawful violent actions committed will be reported to the proper authorities.

G. The Comanche Nation intends to use legal, administrative, and disciplinary procedures to secure the workplace from violence and to reasonable protect employees or others threatened by Comanche Nation tribal employees, members, and visitors.

H. Possession and Use of Dangerous Weapons by Employees:

1. In the interest of maintaining a workplace that is safe and free of violence, except as hereinafter provided, possession or use of dangerous weapons is prohibited on the Comanche Nation property.

2. Dangerous weapons are defined as any instrument capable of producing bodily harm, in a manner, under circumstances, and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for the safety of another person.

3. Exceptions to Dangerous Weapons Prohibitions:

a. Employees of the Comanche Nation may possess a firearm on Comanche Nation Property if:

i. They are engaged in law enforcement activities (on or off duty) or is authorized by having their certification issued by the State of Oklahoma to provide to Comanche Nation Law Enforcement.

ii. Authorized by the Tribal Administrator through Law Enforcement to carry or use firearms.

iii. They are legally in possession of a firearm and said firearm is stored unloaded, locked in or locked to a personal vehicle, on property designated as employee parking.

4. Responsibilities and Procedures for Employees:

a. Refrain from acts of violence and seek assistance to resolve personal issues that may lead to acts of violence in the workplace or involving Comanche Nation employees, officials or vendors;

b. Immediately report to directors and managers any dangerous or threatening situations that occur in the workplace; and

c. Contact 911 if any act or altercation constitutes an emergency, and then contact the director and Tribal Administrator.

d. In instances that are not an emergency situation, contact your supervisor immediately.

- e. Employees are encouraged to report to their directors/managers situations that occur outside of the workplace which may affect workplace safety, e.g., instances where protection orders have been issued, etc.
 - f. Any employee inciting violence by filming or posting to social media is strictly prohibited.
5. If there is any suspicion of workplace violence, then an investigation will need to be completed.
- a. After a full investigation, if it involves an employee who is violent, then appropriate disciplinary action will be taken.
 - b. Any employee determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to disciplinary action, up to and including termination.
 - c. To the extent circumstances warrant such, the Comanche Nation will impose disciplinary actions in a progressive manner.

VII. DISCIPLINARY ACTION (Discipline and Discharge).

- A. It shall be the duty of all employees at the Comanche Nation to maintain high standards of cooperation, efficiency and economy in their work of the Nation.
 - B. Department directors and supervisors shall organize and direct the work of their employees to achieve these objectives.
 - C. Employees who violate the established rules and regulations of the Comanche Nation shall be subject to having disciplinary actions or measures taken against them.
1. Alternatives: Whenever the work habits, attitude, production, infraction of regulations, or personal conduct of an employee falls below a desirable standard, supervisors should point out to the employee their deficiencies at the time they are observed. Disciplinary actions may result in any one, or a combination of the following disciplinary measures, as appropriate, for any just and reasonable cause:
- a. Coaching or Verbal Reprimand;
 - b. Performance Improvement Plan;
 - c. Suspension without pay;
 - d. Suspension without pay pending investigation;
 - e. Reduction in Pay;
 - f. Demotion; or
 - g. Discharge or Termination.

2. Coaching or Verbal Reprimand: An “Verbal Reprimand” represents a warning which is usually given to an employee in the case of a minor infraction.
 - a. An “verbal reprimand” may be reduced to writing and placed in the employee’s personnel file.
 - b. A warning which is not reduced to writing and placed in the employee’s personnel file shall not be considered and treated as an official disciplinary action, although it may be referenced and considered in the employee’s performance evaluation.
3. Performance Improvement Plan: A “Written Reprimand” represents a written admonishment for a significant infraction or repeated minor infractions.
 - a. When disciplinary action is taken by the supervisor, a memorandum shall be prepared detailing such action and all matters prepared detailing such action shall be filed in the employee’s personnel file;
 - b. A plan of action shall be given with timelines and a follow-up prior to the end of the disciplinary action to ensure the plan of action was met;
 - c. Performance Improvement Plans are serious disciplinary actions which may put the employee on notice that a more severe disciplinary action may be taken unless improvement is demonstrated; and
 - d. A copy of this completed form will be given to the employee and one placed in the file.
4. Removal of Items from Personnel File: Oral and written reprimands shall be removed from the employee’s personnel file once the following periods of time pass without the employee receiving any further disciplinary actions (including those that may be imposed for unrelated causes):
 - a. Verbal reprimands shall be removed from an employee’s personnel file once a period of one (1) year passes without the employee receiving any further disciplinary actions.
 - b. Written reprimands shall be removed from an employee’s personnel file once a period of two (2) years passes without the employee receiving any further disciplinary actions.
 - c. This removal of verbal and written reprimands shall be made at the request of the employee, provided that such verbal and written

reprimands which are eligible for removal, but not requested to be removed, shall not be used later against the employee.

- d. At the discretion of the department director, a verbal or written reprimand may be removed from the employee's file after the passage of one (1) year from the issuance of a verbal reprimand or two (2) years from the issuance of a written reprimand, even if the employee receives further disciplinary action within those time periods.

5. Suspension without Pay:

- a. "Suspension without Pay" results from a serious infraction or a continued repetition of minor infractions.
- b. This will penalize the employee by suspending their pay for a period of days and formally documenting the actions in the official employee file.
 - i. This action will place the employee on written notice that more severe disciplinary action, including demotion or discharge may be taken, unless improvement is demonstrated.
 - ii. Employees are afforded the opportunity to answer written charges upon issue of disciplinary actions.

6. Reduction in Pay

- a. A reduction in pay is a serious disciplinary action taken by the director, manager, and/or supervisor with the Tribal Administrator's approval, resulting from employee's undesired behavior not being corrected.
 - i. The employee's wages are reduced.
 - ii. The supervisor shall closely observe an employee's behavior and determine whether more formal disciplinary action should be issued.

7. Demotions

- a. Demotions are serious disciplinary actions that will penalize employees by reducing their responsibilities and privileges and/or pay grade.

- i. Employees are afforded the opportunity to answer written charges and complaints;
- ii. The employee could be suspended with the demotion; and
- iii. The Tribal Administrator shall approve the demotion with proper documentation.

8. Job Abandonment

- a. Employees who are a no call no show for three (3) consecutive days will be considered as job abandonment and will not be able to re-apply for one (1) year.

9. Terminations

- a. Voluntary Termination (Resignations): Employees who choose to resign must provide a written notice of two (2) weeks, if possible, to allow the department to make arrangement to hire and pick up extra workload for staff.
- b. Involuntary Termination:
 - i. Performance Issues After reasonable attempts to address deficiencies (e.g., performance improvement plans).
 - ii. Misconduct: Immediate termination may occur for severe violations such as fraud, harassment, violence, or breach of tribal confidentiality.
 - iii. Involuntary Terminations will not be able to re-apply for one (1) year.
- c. Layoffs or Workforce Reductions: Decisions for related layoffs will be considered based off of Comanche Nation needs, funding limitations, and budget constraints.
- d. Final Pay and Benefits
 - i. Unused Leave: Payment for unused vacation time will be provided unless the employee owes the tribe money (e.g., Travel Reimbursement etc.).
 - ii. Health Benefits: Employees may be eligible for continued health coverage (e.g., COBRA).
 - iii. Final Paycheck: Delivered within two (2) weeks of termination, as outlined in tribal and federal laws.

e. Return of Tribal Property

- i. Employees must return all tribal government property, including ID cards, keys, laptops, uniforms, or other assets.
- ii. If the property is not returned, the cost of the items will be deducted from their last paycheck.

f. All employees of Comanche Nation have the right to file an appeal upon receiving corrective action.

- a. Employee, upon termination, will give the HR department no more than seven (7) days to gather information and present that information to the employee for their appeal process.

VIII. GRIEVANCE PROCEDURES

A. Grievances

1. This procedure is intended to encourage employees to discuss employment problems with their supervisors, thereby providing a basis to talk over matters of mutual interest, to explain, to reach agreement, to make adjustments, if necessary, and to foster a better understanding between employees and supervisors.
2. Discussion between employees and supervisors is the best way to identify and remove causes of misunderstanding and grievances, and will lead to a better understanding, by both, of policies, procedures, and practices, which affect employees.
3. The supervisor and employee are encouraged to strive to resolve grievances matters between themselves.
4. The primary purpose of any grievance procedure is to promote reaching a decision, acceptable to both parties, consistent with the Comanche Nation Human Resources Policy & Procedures.
5. Grievances must be considered objectively and in an atmosphere of mutual understanding.
6. Supervisors and employees alike must recognize the true purpose of this procedure to help establish a sound employment climate, thereby enabling each employee to better perform their duties and discharge their responsibilities.

B. Subjects of Grievances

1. Issues and Actions which are specifically precluded from appeal shall not be considered and treated as a grievance.
2. The issues and actions which shall be considered and treated as grievance, may be filed and processed through the Grievance Procedure as follows:

- a. Personnel Actions

- i. The termination of an employee.
- ii. An employee may not submit a grievance for a termination which occurs because of one of the following reasons:
 - a) The termination or elimination of an employee's position due to budget cuts;
 - b) The conclusion or termination of an employee's layoff status due to reduction in force; or
 - c) An employee's absence without approved leave for three (3) or more consecutive work days.

- b. Disciplinary Actions

- i. The suspension of an employee for five (5) days or more;
- ii. The involuntary demotion of an employee; and
- iii. The discharge of an employee for cause.

C. Grievance Filing Procedures

1. Grievances involving the "issues" set forth may be filed by an aggrieved employee.
2. Grievances involving "Personnel Actions" and "Disciplinary Actions" may be filed by the employee.
3. All grievances are to be submitted to the Human Resources Department on an official "Grievance Form".
4. The Human Resources Director shall provide a copy to the appropriate supervisor and/or director.
5. The form must be properly completed, signed and dated by the aggrieved employee.
6. The complaint must contain the following:
 - a. A statement of the complaint;
 - b. Sections of the Human Resource Policy & Procedures violated;
 - c. The dater of the alleged violation; and
 - d. Relief or remedy sought.

7. Step One (1) – Immediate Supervisor - A grievance must be received within ten (10) business days from the date of the event.
 - a. A grievance may be withdrawn or concluded at any step in the grievance procedure as well as the conclusion of the grievance procedure.
 - b. The Comanche Nation director and/supervisor shall review the grievance and file a written response within ten (10) business days after receipt of the grievance.
 - c. If the employee is not satisfied with the written response of the immediate supervisor, then they may progress the grievance to the next step of the grievance procedure within ten (10) business days after the date of the immediate supervisor's response.
8. Step Two (2) – Immediate Director – This step is initiated if the employee is not satisfied with the results of Step One and elects to appeal the immediate supervisor's decision to the Director within ten (10) business days after receipt of the response.
 - a. The Director shall review the grievance and file a written response within ten (10) business days after receipt of the grievance.
 - b. The director's written response shall confirm, amend, or reverse the decision of the immediate supervisor.
 - c. If the employee is not satisfied with the written response of the director, then they may progress the grievance to the third step of the grievance procedure within five (5) business days after the date of the director's response.
9. Step Three (3) – Tribal Administrator – This shall be initiated if the employee is not satisfied with the results of Step Two and elects to appeal the department director's decision to the Tribal Administrator within five (5) business days after the date of receipt.
 - a. The Tribal Administrator shall review the grievance along with all pertinent information and correspondence to date.
 - b. The Tribal Administrator may, at their discretion, schedule and hold a grievance meeting within five (5) business days after receipt of the grievance.
 - c. Either the Tribal Administrator or designated representative (Compliance Director) may conduct the grievance meeting.
 - d. Both the employee and the Comanche Nation shall have the right to call such witnesses as necessary to the investigation and explanation of the grievance.

- e. The Tribal Administrator shall file a written response to the grievance within five (5) business days after the date of the grievance meeting, or if no grievance meeting is held, within five (5) days after receipt of the grievance.
- f. The Tribal Administrator's written response shall confirm, amend, or reverse the decision of the department director.
- g. If the employee is not satisfied with the written response of the Tribal Administrator, then the employee may refer the grievance to an Appeal Board through the Human Resources Department within fifteen (15) business days after the date of the Tribal Administrator's response.

10. Appeal Board

- a. The Appeal Board procedure shall be initiated if the employee is terminated and is not satisfied with that termination. If the employee elects to refer the termination to the appellant procedure in the manner and within the time limit of fifteen (15) business days after receipt of the employee's Directors decision to terminate.
- b. The Appeal Board procedure shall be initiated if the employee is not satisfied with the results of the foregoing grievance procedure, and if the employee elects to refer the grievance to the appellant procedure in the manner and within the time limit of fifteen (15) business days after receipt of the Tribal Administrator's decision.
- c. The procedure shall only be available in the event of disciplinary action involving a suspension of five (5) days or more, demotion, or termination.
- d. Selection of Arbitrator – Within ten (10) business days following the date that Human Resources Director receives the employee's written request for an appeal hearing, the Human Resources shall notify the appeal board selection of a few date options.
- e. The Appeal Board shall consist of three people, and will be made of a director or, with mutual agreement, a supervisory-level employee from one of the Nation's entities that is independent from the Tribal Government (e.g, Comanche Nation Housing Authority, Comanche Nation Enterprises, Inc., Comanche Nation Entertainment). The appeal board needs to be unbiased and HR shall inquire into each panelist's prior knowledge and dealings with the appealing employee to ensure that each panelist is unbiased.
- f. Hearings

- i. All hearings shall be held in the HR Conference room at Comanche Nation, and shall not be open to the public unless otherwise mutually agreed to by the Comanche Nation and employee.
 - ii. The Appeal Board shall conduct a fair and impartial hearing.
 - iii. In conduct of this hearing, the appeal board shall have the power to administer oaths and affirmations, and the appeal board shall also have the power to secure, both the attendance and testimony of witnesses, and the production of books, papers and records which are necessary to the explanation of the grievance and the conduct of the hearing.
- g. Authority of Appeal Board – The board shall only consider and make a decision with respect to the specific issue or action being appealed in the grievance(s), and the board shall have no right or authority to make a decision concerning any other actions or issues.
 - i. In reaching a decision, the board shall have no right or authority to amend, modify, nullify, ignore, add to or subtract from the provisions of the Human Resource Policy & Procedure manual, or the rules and regulations of the Comanche Nation.
 - ii. In the same regard, the board shall be without power to make a decision that is contrary to or inconsistent with, or modifying or varying in any way, the application of laws, rules and regulations having the force and effect of law.
 - iii. The decision shall be based solely upon the board's interpretation of the meaning and application of the provisions of the Human Resources Policy and Procedure Manual, as relates to the facts of the grievance as presented.
 - iv. The board may confirm, amend, or reverse the decision of the Tribal Administrator, or in the absence of a decision by the Tribal Administrator, the decision of the department director; provided however, that the board may not increase the disciplinary action recommended.
 - v. In reaching a decision and, if necessary, fashioning an appropriate remedy the board shall take into consideration interim compensation and efforts to mitigate damages.
 - vi. In this regard, no liability shall accrue against the Comanche Nation for a date more than one (1) month prior

to the date the grievance was originally filed, or in the case of a disciplinary action, the date of the discipline.

- h. Opinion of the Appeal Board – The board shall submit a decision, in writing, to both the Comanche Nation and the employee.
 - i. Such decision shall be advisory to the Tribal Administrator and if accepted by the Tribal Administrator, binding upon the employee.
 - ii. The board shall render a decision concerning the grievance as soon as possible following the close of the appeal hearing or the submission of briefs by the parties.
 - iii. However, the Comanche Nation and the employee may mutually agree to request the board to render a decision at the close of the appeal hearing, or within five (5) business days following the close of the appeal hearing.
- i. Appeal Hearing Expense
 - i. Each party shall be responsible for compensating its own representatives, witnesses, and legal counsel.
- j. Release of Information
 - i. When an appeal hearing is requested, the act of requesting such an appeal shall constitute authorization to reveal to the participants in the appeal procedure any and all information available concerning said appeal hearing.
 - ii. Such filing shall further constitute a release from any and all claims of liability by reason of such disclosure.

Comanche Nation Tribal Government Policy and Procedure Acknowledgement and Agreement

I, _____, hereinafter referred to as EMPLOYEE; acknowledge that I have received and reviewed the Comanche Nation Tribal Government Employee Policy and Procedures Manual.

The Comanche Nation Tribal Government is committed to fostering a productive, respectful, and compliant work environment for all its employees. A cornerstone of this commitment is a comprehensive set of employee policies and procedures, designed to guide employee conduct, ensure fair treatment, and uphold the values of the Comanche Nation.

These policies and procedures cover a wide range of topics, including:

- **Code of Conduct:** Outlines expected behavior and ethical standards for all employees.
- **Performance Management:** Explains the process for setting goals, providing feedback, and evaluating performance.
- **Workplace Safety:** Covers safety protocols and procedures to maintain a safe and healthy work environment.
- **Disciplinary Action:** Outlines the process for addressing policy violations and employee misconduct.
- **Use of Technology and Resources:** Explains the guidelines for using tribal government property and technology.

It is crucial that every employee takes the time to carefully review and understand these policies. By doing so, employees contribute to a positive and professional atmosphere that promotes teamwork, efficiency, and respect. These policies are not intended to be restrictive but rather to create a clear framework for how we all work together to achieve the goals of the Comanche Nation.

By understanding and embracing these policies, we are all working together to build a stronger, more effective, and more equitable Comanche Nation Tribal Government. I understand that it is my responsibility to familiarize myself with these policies and procedures and to adhere to them in my role as an employee of the Comanche Nation Tribal Government.

I understand that these policies and procedures may be updated or revised from time to time, and I am responsible for staying informed of any changes. I also understand that it is my responsibility to seek clarification from my supervisor or the Human Resources Department if I have any questions or concerns regarding these policies.

Employee's Name (Please print) _____

Employee's Signature _____ Date _____

**Comanche Nation Tribal Government
Confidentiality & Non-Disclosure Agreement**

I, _____, hereinafter referred to as EMPLOYEE; in consideration of my employment with the Comanche Nation Tribal Government, hereinafter referred to as EMPLOYER, agree to the following:

1. Employee hereby acknowledges that Employer has placed him/her in a position of trust and confidence and agrees that during his/her employment, and at any time thereafter, he/she will not either directly or indirectly disclose to any person, firm or corporation or use for his/her own personal benefit, any matter affecting or relating to the Employer's business including, but not limited to, the names of and confidential information concerning Employer's customers, trade secrets, manner of operations, electronic data processing systems, insurance rates, financial and banking information, or any other information concerning the business of the Employer, except as required in Employee's duties to Employer.
2. Employee acknowledges the fact that he/she has access to confidential information concerning other Employees of the Employer and agrees that during the term of his/her employment, and at any time thereafter, he/she will not either directly or indirectly disclose to any persons, firm, or corporation, or avail himself/herself of any confidential information concerning other Employees of Employer, except as required in Employee's duties to Employer.
3. Upon termination of employment, Employee will promptly deliver to Employer all manuals, identification cards, uniforms, letters, notes, notebooks, reports and all other materials of a secret or confidential nature relating to Employer's business which is in the possession of the Employee.

Employee's Name (Please print) _____

Employee's Signature _____ Date _____

Comanche Nation Tribal Government Employee Agreement Form

- 1) _____ I have read and understand the Confidentiality Agreement.
- 2) _____ I have received a copy of the Comanche Tribal Government Employee Human Resources Policies & Procedures and I have read its entire contents.
- 3) _____ In accordance with statements in the Comanche Nation's Drug-Free Workplace Policy, I consent to the test of my blood, saliva, breath, hair follicle or urine to determine whether or not there is the presence of any illegal/unauthorized substances in my body. I also consent to the release of the results of these tests and all records relating to any treatment and/or rehabilitation program I undergo to authorized governmental authorities. I agree to read the Drug-Free Workplace Policy included with these Personnel Policies & Procedures, which provides more information on this subject. I also understand that if I test positive for controlled substances, I may immediately be terminated from employment. I also understand that I may contact the Human Resources Department for information about the rehabilitation program.
- 4) _____ I agree to follow the Personal Appearance Policy from the Personnel Policies & Procedures and I understand that failure to follow this policy may result in disciplinary action up to and include termination.
- 5) _____ I agree that the Nation may withhold from my final paycheck the cost associated with unreturned items which I have been issued.
- 6) _____ I agree to adhere to the Comanche Nation Network System Policy for Electronic Data and Communications, and I am responsible for following the stated guidelines.
- 7) I, _____ have read and understand the above Cellular Phone Policy, and agree to adhere to the rules outlined therein.

I agree to all the items listed above:

Employee's Name (Please print) _____

Employee's Signature _____ Date _____

COMANCHE NATION HEADQUARTERS SEXUAL HARASSMENT STATEMENT & ACKNOWLEDGEMENT

Sexually harassing or offensive conduct in the workplace, whether committed by directors, non-supervisory employees, or non-employees, is prohibited as defined below:

- A. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions
- B. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references, i.e., terms of endearment, offensive names, vulgar or demeaning references, intimidating, or sexually suggestive comments about an individual
- C. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, words, graphics or photographs
- D. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as email, instant messaging, internet materials and digital pictures or text from a cell phone).

Any employee who believes that a director, other employee's or nonemployee's actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible to the employee's supervisor, or to the Director of Human Resources if the complaint involves the supervisor or manager.

- A. Complaints of harassment will be handled and investigated by designated personnel unless special procedures are considered appropriate. All complaints of harassment will be investigated promptly and in as impartial and as confidential manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.
- B. Any employee or manager/supervisor who is found to have violated this anti-harassment policy will be subject to appropriate disciplinary action, up to and including termination.
- C. Any form of retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited.

Reports or complaints are to be filed within five (5) business days that the incident occurred

By signing my name below, I have read and understand the above Sexual Harassment Policy and agree to adhere to the rules outlined therein.

Employee's Name (Please print) _____

Employee's Signature _____ Date _____



RESOLUTION PROHIBITING COMANCHE ACADEMY FROM USING TRIBAL FUNDS FOR ATTORNEYS' FEES

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article 6, Section 7(f), provides that the Comanche Business Committee has the authority to implement, administer, and report on progress of programs adopted by the Tribal Council; and

WHEREAS, the Comanche Academy Charter School was placed on the budget by the Tribal Council for the first time via motion at the 2023 Annual Meeting; and

WHEREAS, at the 2023 Annual Meeting, the discussion concerning placing the Comanche Academy Charter School on the budget focused on capital expenditures, such as a playground, cafeteria, and roof; and

WHEREAS, at the 2024 Annual Meeting the Comanche Academy Charter School was once again placed on the budget by the Tribal Council via motion; and

WHEREAS, in 2024, it was revealed that the Comanche Academy Charter School had incurred substantial legal expenses using a private attorney, and the school began receiving legal services through its membership in the Oklahoma Public School Resource Center; and

WHEREAS, at its March 2025 meeting, the Comanche Academy School Board voted to retain a private attorney; and

WHEREAS, due to the availability of low cost or pro bono legal services, and the other needs of the school, particularly for capital expenditures such as a playground, the Comanche Business Committee wishes to prohibit use of tribal funds for legal expenses by the Comanche Academy Charter School; and

NOW THEREFORE BE IT RESOLVED, the Comanche Business Committee hereby prohibits Comanche Academy Charter School from using any portion of the funds it receives from the Comanche Nation for legal services, attorneys' fees, or any other legal expenses; and

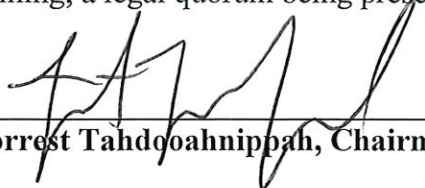
BE IT FURTHER RESOLVED, that knowing violation of this Resolution is a misuse of Tribal funds; and

BE IT FURTHER RESOLVED, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.

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CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 6 for, 0 against, and 0 abstaining, a legal quorum being present.



Forrest Tahdoahnippah, Chairman

ATTEST:



Robert Tippeconnie, Secretary/Treasurer



A RESOLUTION PROPOSING CONSTITUTIONAL AMENDMENTS

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved and ratified by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers, and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article XI, Section 1, provides that amendments to the Constitution may be proposed by a majority vote of the Business Committee; and

WHEREAS, the Comanche Business Committee believes it is in the best interest of the Comanche Nation for Tribal Council voters to consider amending the Constitution to provide for Comanche Business Committee members to receive compensation approved by the Tribal Council (and only the compensation approved by the Tribal Council), to clarify the procedures for recalls and suspensions of elected officials, and for the other purposes stated in proposed Amendments A and B, attached hereto; and

WHEREAS, Section 505(d)(4) of the Election Ordinance provides that the Comanche Business Committee has authority to elect to hold an election to amend the constitution concurrently with any other election; and

WHEREAS, the 2025 General Election is currently scheduled for May 17, 2025; and

NOW THEREFORE BE IT RESOLVED, the Comanche Business Committee hereby proposes the amendments to the Constitution attached hereto as Amendment A and Amendment B; and

BE IT FURTHER RESOLVED, the election concerning these amendments shall be held as part of the 2025 General Election.

CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 6 for, 0 against, and 0 abstaining, a legal quorum being present.


Forrest Tandoanippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer



AMENDMENT A

<i>Current language</i>	<i>Proposed to be amended as follows:</i>
<p>ARTICLE V — TRIBAL COUNCIL / POWERS CLAUSE</p> <p><u>Section 6.</u> Subject to the approval of the Secretary of the Interior or his authorized representative where applicable, the authority of the Comanche Tribal Council shall include and be exclusive with respect to the following:</p> <p>(a) To change, modify, alter or revoke membership rules.</p> <p>(b) To execute leases, contracts or permits for five (5) or more years with regard to property which is owned exclusively by the Comanche Nation, but this does not include any individually-owned land or personal property.</p> <p>(c) To elect tribal officers and members of the business committee and to fill vacancies which may occur pursuant to Article VII.</p> <p>(d) To authorize the expenditure of funds which may be deposited to the exclusive credit to the Comanche Nation and of funds which may be deposited to the joint credit of the Kiowa, Comanche and Apache Tribes.</p> <p>(e) To select and authorize tribal delegations to transact business on behalf of the tribe. When travel is involved, the terms of the resolution shall include the purpose of the trip and the existence of the delegation's authority.</p> <p>(f) The salary for the Chairman of the</p>	<p>ARTICLE V — TRIBAL COUNCIL / POWERS CLAUSE</p> <p><u>Section 6.</u> Subject to the approval of the Secretary of the Interior or his authorized representative where applicable, the authority of the Comanche Tribal Council shall include and be exclusive with respect to the following:</p> <p>(a) To change, modify, alter or revoke membership rules.</p> <p>(b) To execute leases, contracts or permits for five (5) or more years with regard to property which is owned exclusively by the Comanche Nation, but this does not include any individually-owned land or personal property.</p> <p>(c) To elect tribal officers and members of the Business Committee and to fill vacancies which may occur pursuant to Article VII.</p> <p>(d) To authorize the expenditure of funds which may be deposited to the exclusive credit to the Comanche Nation and of funds which may be deposited to the joint credit of the Kiowa, Comanche and Apache Tribes.</p> <p>(e) To select and authorize tribal delegations to transact business on behalf of the tribe. When travel is involved, the terms of the resolution shall include the purpose of the trip and the existence of the delegation's authority.</p> <p>(f) The salaryies for the Chairman of the Business Committee, <i>other members of the</i></p>

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Business Committee shall be established by the Tribal Council by the adoption of an annual tribal operating budget. Salary for all other members of the business committee shall be two hundred and fifty dollars (\$250) per month.

* * *

ARTICLE VI – BUSINESS COMMITTEE

Section 1. The Comanche Business Committee shall be composed of seven (7) members of the Comanche Nation who are at least twenty-one (21) years of age, and be elected as provided in Article VII of this constitution.

Section 2. The business committee shall meet on the first Saturday of each month of each year at 10:00 a.m. In case of a legal holiday, the meeting will be held on the following Saturday. Special meetings may be called by the tribal chairman at his discretion; provided that such special meetings do not exceed a total of twelve (12) meetings per calendar year.

Section 3. Notice of all special meetings of the business committee shall be given by the tribal secretary-treasurer by mailing a letter or postal card to each member of

*Comanche Business Committee, and other officials elected by the Tribal Council shall be established by the Tribal Council by the adoption of an annual tribal operating budget. **Effective on the first day of the first fiscal year following the ratification of the following clause, the members of the Business Committee and other officials elected by the Tribal Council shall receive no other remuneration from the Comanche Nation or its boards, commissions, sub-committees, subsidiaries, or other tribally-owned entities other than the salaries approved by the Tribal Council, health insurance, retirement and other employee benefits, and reasonable expense reimbursements.***

* * *

ARTICLE VI – BUSINESS COMMITTEE

Section 1. The Comanche Business Committee shall be composed of seven (7) members of the Comanche Nation who are at least twenty-one (21) years of age, and be elected as provided in Article VII of this constitution.

Section 2. The Business Committee shall meet on the first Saturday of each month of each year at 10:00 a.m. In case of a legal holiday, the meeting will be held on the following Saturday. Special meetings may be called by the tribal chairman at his discretion; provided that such special meetings do not exceed a total of **eighteen (18)** meetings per calendar year.

Section 3. Notice of all special meetings of the Business Committee shall be given by the tribal Secretary-Treasurer **via electronic communication** to each member of the business committee at least **forty-eight (48)**

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the business committee at least ten days (10) prior to the meeting date, setting forth the date, time, place, and purpose in general terms.

hours prior to the meeting date, setting forth the date, time, place, and purpose in general terms.



AMENDMENT B

<i>Current language</i>	<i>Proposed to be amended as follows:</i>
<p>ARTICLE V — TRIBAL COUNCIL / POWERS CLAUSE</p> <p><u>Section 1.</u> Pursuant to ARTICLE IV, Section 1. The supreme governing body of this organization shall be the Comanche Tribal Council. The Tribal Council shall consist of all duly enrolled members of the Comanche Nation who are eighteen (18) years of age or older. The Tribal Council will affirm and exercise its Supreme Powers Clause by the Annual Election following the Annual Meeting or Special Election following a Special Meeting, excluding Article VIII.</p> <p>* * *</p> <p>ARTICLE VIII – VACANCIES AND REMOVAL FROM OFFICE</p> <p><u>Section 1.</u> If a committeeman or officer of the tribe shall die or resign, be removed or recalled from office, his office shall be deemed vacant and the tribal chairman, or should this office be vacant, the tribal vice-chairman, shall immediately call a meeting of the Comanche Tribal Council to be held within twenty (20) days for the purpose of filling such vacancy for the unexpired term, except that when such vacancy shall occur within four months of the annual meeting of the Comanche Tribal Council, the position shall remain vacant until the next election when provisions shall be made to fill the vacancy.</p> <p><u>Section 2.</u> The Comanche Tribal Council may at a meeting duly called specifically for the purpose, recall any officer or</p>	<p>ARTICLE V — TRIBAL COUNCIL / POWERS CLAUSE</p> <p><u>Section 1.</u> Pursuant to ARTICLE IV, Section 1, the supreme governing body of this organization shall be the Comanche Tribal Council. The Tribal Council shall consist of all duly enrolled members of the Comanche Nation who are eighteen (18) years of age or older. The Tribal Council will <i>exercise its powers through</i> the Annual Election following the Annual Meeting or Special Election following a Special Meeting <i>or a Special or Recall Election under Article VIII.</i></p> <p>* * *</p> <p>ARTICLE VIII – VACANCIES AND REMOVAL FROM OFFICE</p> <p><u>Section 1.</u> If a Committeeman or Officer <i>or other official elected or hired by the Tribal Council</i> of the tribe shall die or resign, be removed or recalled from office, his office shall be deemed vacant <i>and there shall be a Special Election held pursuant to the Election Ordinance. Whoever wishes to run for office in a Special Election, shall nominate themselves as set forth in the Election Ordinance. The Special Election shall be complete within sixty (60) days of the vacancy.</i></p> <p><u>Section 2.</u> <i>Subject to the requirements of this section, a Committeeman, Officer, or other official elected or hired by the Tribal</i></p>

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committeemen for neglect of duty or conduct that has brought disrepute upon the tribe. Such a meeting shall not be unless a petition signed by two hundred and fifty (250) eligible voters of the Comanche Nation requesting recall is submitted to the tribal chairman. The Tribal Council shall consist of all members of the Comanche Nation who are eighteen (18) years of age or older. The recall of only one officer or committeeman may be initiated per meeting called for this purpose. The petitioner's representative shall provide proper evidence or receipt by the accused, the tribal chairman shall call an official meeting of the Comanche Tribal Council within thirty (30) days for the purpose of hearing and disposition of the case, such meeting can be established within the timeframe so noted in Section 2(a).

(a) Following submission of an acceptable petition for a recall Tribal Council meeting, the tribal chairman shall require that a signed Bill of Particulars setting forth the elements of neglect or misconduct be submitted to the accused. The petitioner's representative shall provide proper evidence or receipt by the accused, the tribal chairman shall call an official meeting of the Comanche Tribal Council within thirty (30) days for the purpose of hearing and disposition of the case.

b) Acceptable recall petitions must adhere to the following standards:

1. The standards of "one and only one" recall taken on a committeeman within a 120 day timeframe; all recalls must be of a grievous nature such as mismanagement of funds, not by error, but by intent, actual manipulation of documents, coercing of personnel to perform such illegal acts, and verified not by hearsay, but with actual documents; or by intentionally misleading

Council may be removed from office via a Recall Election.

(a) A Recall Election shall be initiated by a Recall Petition. The number of signatures required shall be either (i) five (5) or more members of the Comanche Business Committee or (ii) two hundred and fifty (250) or more members of the Tribal Council. Once the signatures on a Recall Petition are verified by the Enrollment Office, the accused committeeman, officer, or other official shall be suspended from office until the conclusion of the Recall Election or dismissal of the Bill of Particulars.

(b) A Recall Petition must include a Bill of Particulars alleging, in writing, misconduct or neglect of duty as defined in the Election Ordinance.

(c) Within the time limits set forth in the Election Ordinance, the Tribal Court (or other independent tribunal designated by the Tribal Council) shall convene a hearing on the Bill of Particulars, the accused person shall be given an opportunity to respond to the Bill of Particulars, and the Tribal Court or tribunal shall determine whether misconduct or neglect of duty has been proven by clear and convincing evidence. If misconduct or neglect of duty is proven by clear and convincing evidence, a Recall Election shall be held. If misconduct or neglect of duty is not proven by clear and convincing evidence, the Bill of Particulars shall be dismissed.

(d) Prior to the Recall Election, the Bill of Particulars shall be published as set forth in the Election Ordinance. The accused committeeman, officer, or official shall be given the opportunity to respond to the Bill

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committeemen, committee appointees or community at large to commit acts which endanger the future appropriations of funds, notwithstanding those funds be tribal, contractual or earned revenue from the various enterprises of the Nation;

2. Include viable documentation that a crime or act is grievous enough to endanger the Nation or its entities and was intentionally performed by the accused;

3. The particulars cannot be any subject matter not within the operational control of the accused, such as acts of nature, economic misfortune due to a national crisis, or mismanagement of program administrators (federal, state, or other contractual entity actions not within the scope of the accused), nor prior committee actions which were approved by a majority of the prior business committee members;

4. The presenters of the Bill of Particulars must verify by more than 12 witnesses that they were harmed intentionally by the actions of the accused, such actions if found not viable, or true to the nature presented, such recall will be declared null and void, and presenters of the particulars will not be allowed to take a recall petition on any other committeeman for a period of 18 months from the date the petition is filed. Their signature to any other petition will nullify such signed recall petition.

5. Pursuant to Tribal Council authority, a petition for recall must be accompanied with a cashier's check or bank draft of \$500.00, non-refundable, to the Enrollment Director or other designated entity so named by the Tribal Council;

c) No recall meeting is allowed within 45 days, prior to or after an election period is declared;

At no time will more than 2 recalls against more than 2 committee members (only one

of Particulars, and the response shall be published along with the Bill of Particulars.

(e) If a Recall Election is initiated 45 days prior to the Annual Meeting, it may be considered as part of the General Election subject to the requirements of the Election Ordinance.

(f) In a Recall Election, a supermajority of 60% or more of votes casts is required for a committeeman, officer, or official to be removed from office.

(g) If an attempt to recall fails to remove a committeeman, officer, or official—either due to dismissal under subsection (c) or failure to obtain a supermajority under subsection (f)—then no other recall may be initiated based on the same conduct alleged in the Bill of Particulars.

(h) Notwithstanding the foregoing, at no time shall there be more than two (2) vacancies on the Comanche Business Committee. In the event that there are two vacancies, no Recall Election shall be permitted until the vacancies are filled pursuant to Section 1 of this Article.

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recall per person) be allowed within a 6-month period, any such filing by any member of the Nation will disqualify such person from initiating another recall for 18 months. (The petition will be declared null and void by the Enrollment Director).

1. No citizen of the Comanche Nation may take a recall against any committee member within 9 months of so doing. (A member can only take out one recall on a committee member once every 9 months.)

2. Subcommittee members are not subject to the recall ordinance.

d) The format for the Tribal Council meeting shall be established as follows:

1. Presentation of the Bill of Particulars against the accused by a representative of the accusers: This presentation shall be limited strictly to those specifics included in the Bill of Particulars as presented to the accused. See Section 2(a).

2. The accused shall be given adequate opportunity to answer any and all charges of which he or she is accused. The accused may personally present or may choose to utilize the services of another to present this response.

3. The accused while having the opportunity to rebuff the particulars, if interrupted at any time during her/his presentation, such charges shall immediately be dismissed, without chairman's recognition, and no future charges of the same nature can be brought forth against the accused for the remainder of their term in office.

e) Upon completion of these two presentations no further discussion shall be allowed and voting shall proceed immediately in a manner prescribed by this constitution.

f) A two thirds (2/3) majority vote of those voting of the Tribal Council meeting

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shall be sufficient to effect recall providing a quorum is present. Should a quorum not be present the charges against the accused shall be declared null and void and no further action shall be taken on this petition, nor shall the same charges be allowed within the accused officer's term of office.

Section 3. Any officer or committeeman who shall be found guilty by any State or Federal Court of a felony, a grievous act involving harm or threatening harm to any other person, within or without the reservation bounds of the Comanche Nation, a misdemeanor involving dishonesty, or of accepting a bribe shall forfeit his office and such office shall immediately become vacant and be filled in accordance with Section 1 of this Article.

Section 3. Any officer, committeeman, *or other official elected by the Tribal Council* who *is convicted of any felony, a misdemeanor involving dishonesty, bribery, or embezzlement* shall forfeit his office and such office shall immediately become vacant and be filled in accordance with Section 1 of this Article.



**A RESOLUTION APPOINTING AUDREY WHITEFEATHER TO THE COMANCHE
NATION HOUSING AUTHORITY BOARD OF COMMISSIONERS**

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved and ratified by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers, and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Constitution, Article V, Section 1 provides that the supreme governing body of the Nation is the Tribal Council; and

WHEREAS, the Comanche Tribal Council enacted Resolution No. 1-68 on April 20, 1968, establishing a housing authority; and

WHEREAS, the Comanche Nation Housing Authority Bylaws, as amended July 18, 2017, provide that the affairs of the Comanche Nation Housing Authority shall be managed by a Board of Commissioners; and

WHEREAS, the Comanche Nation Housing Authority Bylaws, as amended July 18, 2017, provide that the Commissioners of the Comanche Nation Housing Authority shall be selected by the Chairman of the Comanche Nation of Oklahoma with concurrence of the Comanche Business Committee; and

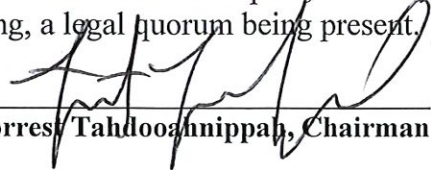
WHEREAS, a vacancy exists on the Comanche Nation Housing Authority Board of Commissioners, and the Chairman of the Comanche Nation has selected Audrey Whitefeather to serve as Commissioner of the Comanche Nation Housing Authority; and

NOW THEREFORE BE IT RESOLVED, that the Comanche Business Committee hereby concurs in the selection of Audrey Whitefeather as Commissioner of the Comanche Nation Housing Authority; and


BE IT FURTHER RESOLVED, Audrey Whitefeather shall be sworn-in as Commissioner upon execution of an acknowledgement of the Comanche Nation Housing Authority's confidentiality policies at the next meeting of the Comanche Nation Housing Authority.

CERTIFICATION

The foregoing Resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Nation Tribal Complex, Lawton, Oklahoma, by a majority vote of 5 for, 0 against, and 1 abstaining, a legal quorum being present.


Forrest Tahdoahnnippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer



**A RESOLUTION NOMINATING JOSHUA MIHESUAH AND DR. CORNEL
PEWEWARDY TO HASKELL INDIAN NATIONS UNIVERSITY BOARD OF
REGENTS**

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved and ratified by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers, and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Business Committee has inherent authority to articulate its position on matters of public concern; and

WHEREAS, a vacancy exists on the Haskell Indian Nations University Board of Regents for the board member from the Southern Plains region; and

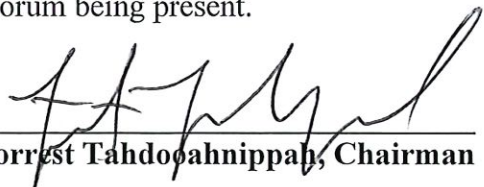
WHEREAS, Joshua Mihesuah and Dr. Cornel Pewewardy are Comanche Tribal members, have voiced interest in joining the Haskell Board of Regents, and are qualified to serve on the Board of Regents; and

NOW THEREFORE BE IT RESOLVED, the Comanche Business Committee hereby nominates and supports Joshua Mihesuah and Dr. Cornel Pewewardy to fill the Southern Plains region vacancy on the Haskell Indian Nations Board of Regents; and

BE IT FURTHER RESOLVED, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.

CERTIFICATION

The foregoing resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, **2025**, at the Comanche Tribal Complex, Lawton, Oklahoma, by a majority vote of 5 for, 0 against, and 1 abstaining, a legal quorum being present.


Forrest Tahdoahnippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer



A RESOLUTION AMENDING ELECTION ORDINANCE

WHEREAS, the Comanche Nation is a federally recognized Indian Tribe with a Constitution approved and ratified by the Secretary of the Interior of the United States on January 9, 1967, to safeguard tribal rights, powers, and privileges to improve the economic, moral, educational, and health status of its members; and

WHEREAS, the Comanche Nation Constitution, Article VI, Section 7(j) provides that the Comanche Business Committee has the authority to promulgate and enforce ordinances and codes governing law and order to protect the peace, health, safety, and general welfare on land determined to within Comanche tribal jurisdiction; and

WHEREAS, the Comanche Business Committee adopted an Election Ordinance on February 3, 2024 through Resolution No. 22-2024, which was amended March 1, 2025 through Resolution No. 47-2025; and

WHEREAS, prior to the March 1, 2025 resolution, the proposed amendments to the Election Ordinance were publicly posted for comment; and

WHEREAS, due to inclement weather in February 2025, a meeting with the Election Board was cancelled, and after Resolution 47-2025, the Comanche Business Committee met with the Election Board and received additional commentary regarding the Election Ordinance; and

WHEREAS, the Comanche Business Committee wishes to further amend the Election Ordinance to incorporate the suggestions of the Election Board including topics such as residency requirements for Election Board members, removal of Election Board members, office duties of Election Board members, and election of Election Board members; and

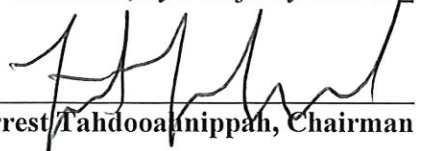
NOW THEREFORE BE IT RESOLVED, the Election Ordinance is hereby amended in the form of Exhibit A attached hereto; and

BE IT FURTHER RESOLVED, that the Tribal Administrator is directed to post a copy of the Election Ordinance as amended on the Comanche Nation website; and

BE IT FURTHER RESOLVED, the Comanche Business Committee, acting for and on behalf of the Comanche Nation, does hereby authorize this Resolution for such intent.

CERTIFICATION

The foregoing resolution was adopted at a regular meeting of the Comanche Business Committee held on the 5th day of April, 2025, at the Comanche Tribal Complex, Lawton, Oklahoma, by a majority vote of 6 for, 0 against, and 0 abstaining, a legal quorum being present.


Forrest Tahdoanippan, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer



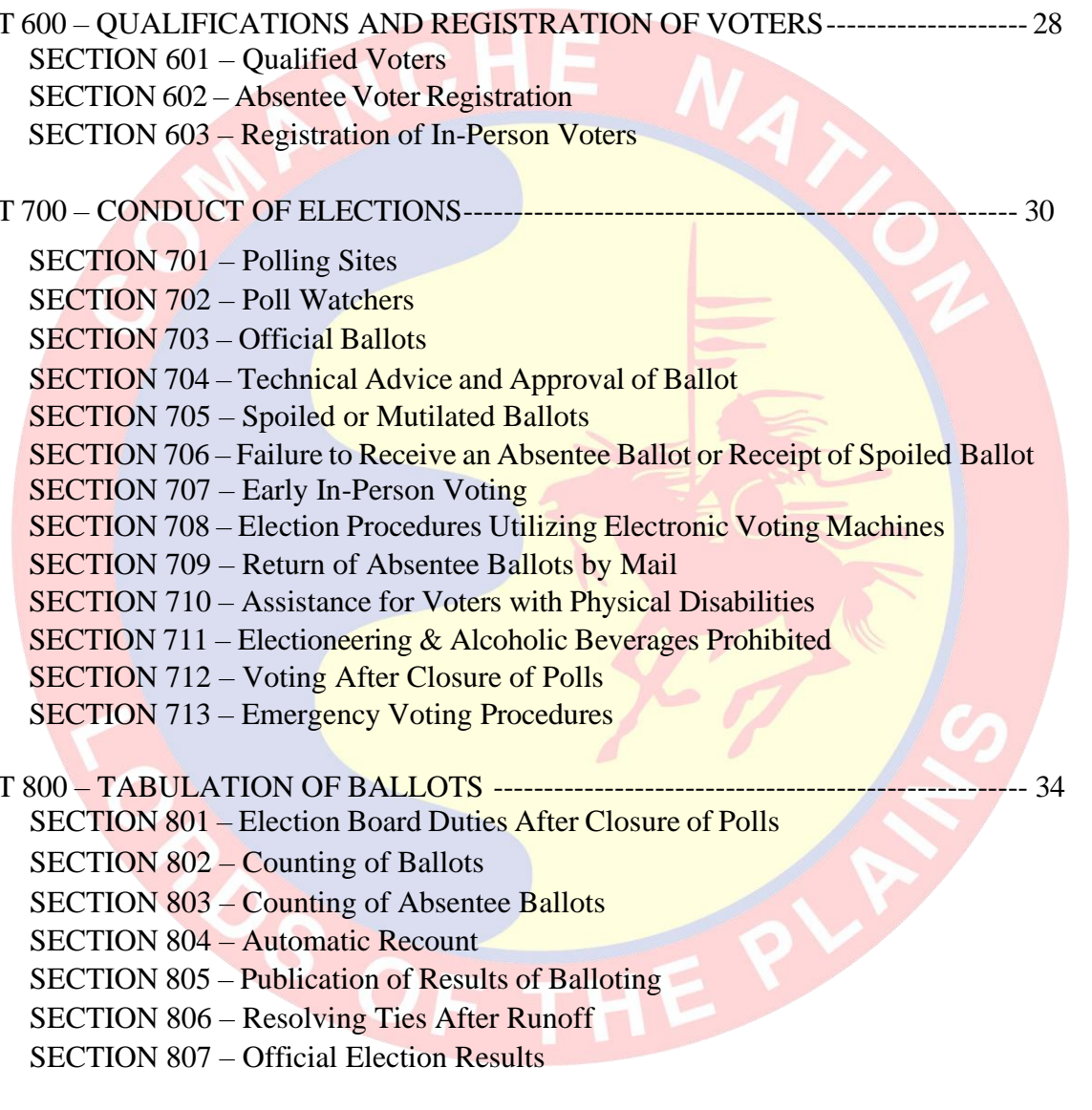
COMANCHE NATION ELECTION ORDINANCE

Enacted February 3, 2024, amended April 5, 2025

COMANCHE NATION ELECTION ORDINANCE

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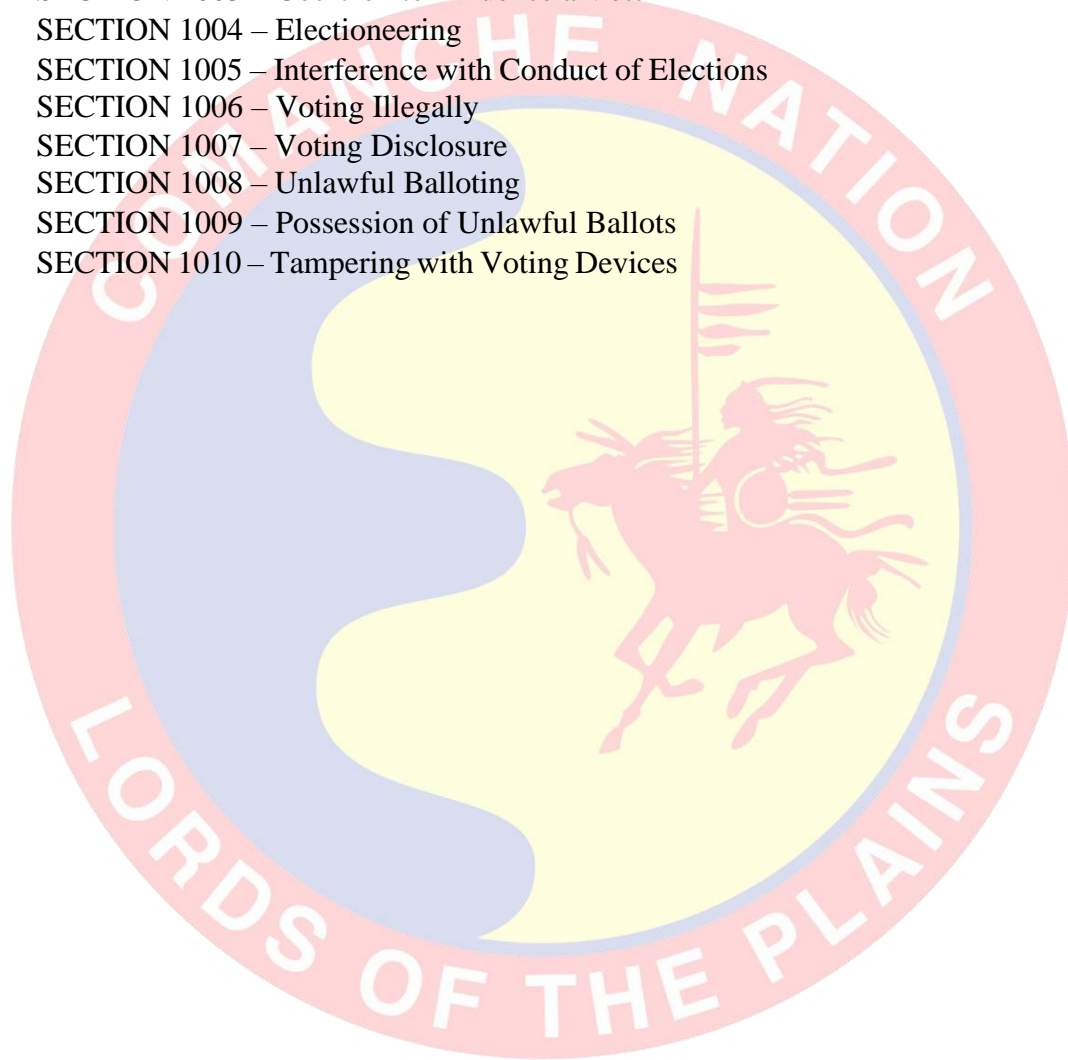
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COMANCHE NATION ELECTION ORDINANCE

Mission Statement:

The mission of the Comanche Nation Election Board is to ensure an impartial and effectively managed system and to provide honest election services to protect the integrity of votes in accordance with the Comanche Nation Constitution. It shall strive to maintain fairness and equality in the process of self-governance for the people of the Comanche Nation.

PART 100

GENERAL PROVISIONS AND DEFINITIONS

Section 101. Authority

This Election Ordinance is enacted under the authority granted to the Comanche Business Committee (CBC) under Article VI §7(b) and §7(j) of the Constitution of the Comanche Nation.

Section 102. Purpose and Construction

This Election Ordinance is enacted to provide rules and procedures governing Comanche Nation elections required by Article VII §2 of the Comanche Nation Constitution and this Ordinance to ensure that such elections are conducted in a fair and impartial manner. This Election Ordinance shall be interpreted narrowly in order to accomplish this purpose.

Section 103. Definitions

The following definition shall apply with respect to the interpretation of this Election Ordinance. All other words shall have their commonly understood definition:

- a) **“Absentee Voter”** means a qualified voter who has successfully applied to the Comanche Nation Election Board for such status and is entitled to vote by Absentee ballot according to prescribed rules.
- b) **“Ballot”** means a legal form of document approved by the Election Board which is created for the purpose of allowing a Voter to cast a vote in a particular election.
- c) **“Ballot Tabulator”** means the machine that optically scans votes cast on paper ballots and then tabulates the results electronically.
- d) **“Calendar Days”** means all days, including holidays and weekends, that may occur within a given period.
- e) **“Candidate”** means a person having the appropriate qualifications and who is being considered for a political office or an official position.
- f) **“CBC”** means the Comanche Business Committee or its successor.
- g) **“Certified Mail”** means United States Postal Service mail that must be signed for on

delivery.

- h) **“Challenged Ballot”** means an official ballot submitted by a voter who appeared to have voted more than one time.
- i) **“Comanche Nation Voter Registry”** means a list of qualified voters maintained by the Comanche Nation Election Board that, when fully updated, is identical to a list of citizens of the Comanche Nation maintained by the Enrollment Department of the Comanche Nation who meet age requirements for voting.
- j) **“Confidential Information”** means information that if disclosed would constitute a clearly unwarranted invasion of personal privacy, such as social security numbers, birth certificates, driver’s license numbers, home addresses, personal phone numbers, personal email addresses. Confidential information does **not** include information directly relating to a person’s qualifications for office such as education, drug test results, criminal history, indebtedness to the tribe, or other qualifications for office. Prospective candidates shall have no expectation of privacy in matters pertaining to their qualifications for office.
- k) **“Comanche Constitution”** means the Constitution of the Comanche Nation.
- l) **“Qualified Voter”** means any citizen of the Comanche Nation who is at least eighteen (18) years of age and meets all other requirements established by the Comanche Nation shall be eligible to vote.
- m) **“Electioneer”** or **“Electioneering”** means any person who campaigns for any candidate or proposal within three hundred (300) feet of any ballot box while an election is in progress and any of the following acts performed by any person:
 - 1) the posting or display of campaign signs; or
 - 2) the display of symbols, numbers, or letters intended to remind voters of a particular candidate or position; or
 - 3) the distribution of literature, cards, or any other item that could reasonably be considered campaign-related; or
 - 4) making any speech or sounds or playing any recordings that could be reasonably be considered campaign related; or
 - 5) the continued occupation of any space on, or within three hundred (300) feet of the polling place for the purpose of greeting voters; or
 - 6) any other work for a political candidate or a ballot issue with the intent to solicit an affirmative or negative vote or other support for the political candidate or ballot issue.
- n) **“Election Board member”** means any person elected by the Comanche Nation Tribal Council to assist in the conduct of elections and other related duties.
- o) **“Election Board officer”** means any Election Board member elected by other members of the Election Board to serve as the Board’s Chairperson, Vice-Chairperson, or Secretary.

- p) **“Immediate Family Member”** means any spouse, parent, child, or sibling, pursuant to the Comanche Nation Constitution, Article XV §1.
- q) **“Independent Tabulator”** means a person retained by the Election Board to tabulate votes and verify counts as set forth in this Ordinance. The Independent Tabulator shall be a CPA and NOT be a Comanche Nation citizen.
- r) **“Oath of Office”** means the formal and legally binding pledge given by a person upon acceptance of an installation to an office.
- s) **“Official Recall Petition”** means an official form used by a Comanche Nation citizen to initiate the recall process to remove an elected official in accordance with Comanche Nation law.
- t) **“Ordinance”** means this Election Ordinance.
- u) **“Referendum Election”** means a vote of enrolled Comanche citizens on a proposed question or Tribal Council resolution.
- v) **“Spoiled Ballot”** means a ballot reflecting a vote that cannot be counted for whatever reason, typically because of marks outside of areas designated within the ballot form, rejection by a voting machine, or physical damage to the form itself.
- w) **“Supreme Governing Body”** means, as defined in the Comanche Constitution Article IV §1, “The supreme governing body of this organization shall be the Comanche Tribal Council.”
- x) **“Tribal Council”** means, as defined in the Comanche Constitution Article V §1, “all duly enrolled members of the Comanche Nation who are eighteen (18) years of age or older.”

Section 104. Records

- a) Records related to the Election Board’s compensation and expenditures must be immediately shared with Secretary/Treasurer. The Election Board and Secretary/Treasurer must retain such records for a minimum of seven (7) years in digital format.
- b) Ballots cast for any election shall be retained by the Election Board in locked ballot boxes, the key for which shall be in possession of the Comanche Nation Law Enforcement Chief of Police, until five (5) calendar days after the election results are certified.
- c) The ballot count printouts and certification documents for each election shall be kept in perpetuity in the Record Retention Building.
- d) Records relating to the certification of candidates, including background check and drug test results, shall be destroyed five (5) calendar days after the CBC’s final decision concerning the qualifications of a candidate.

Section 105. Computing Time

- a) To calculate a due date under this Ordinance, the first day after a particular event which starts a timeline for a due date shall be counted as day one. (For example, if a document is received on Monday with five (5) calendar days to respond, then day one of the timeline will begin Tuesday.)
- b) Any act required to be done on a particular day shall be deemed timely only if completed by 5:00 p.m. local time in Lawton, Oklahoma, on the day which it is due.
- c) Whenever a due date falls on a Saturday, Sunday, legal holiday, or day when the Election Board is inaccessible, the due date shall automatically be extended to the next calendar day that is not a Saturday, Sunday, legal holiday, or day when the Elections Board is inaccessible. For purposes of the preceding sentence, a date is considered a holiday if it is recognized as such by the Nation.

Section 106. Repealer

All prior election ordinances or previous election policies are hereby rescinded.

Section 107. Severability

If any provision of this Election Ordinance shall in the future be declared invalid by the CBC or a court of competent jurisdiction, the invalid provision(s) shall be severed, and the remaining provisions shall continue in full force and effect to the greatest extent possible.

PART 200
ELECTION BOARD PROVISIONS

Section 201. General Election Board Provisions

- a) There is an established agency of the Comanche Nation to conduct and oversee the election and voting processes of the government which shall be known as the “Comanche Nation Election Board” (hereafter “Election Board”).
- b) The Election Board shall supervise the performance of any election or referendum related to the government of the Comanche Nation and fulfill other responsibilities and duties in accordance with this Ordinance.
- c) The Election Board shall function as an entity of the Comanche Nation, and adequate funding for its purpose shall be included by the CBC as a line-item on its proposed annual budget to the Tribal Council each year.
- d) Where there is an inconsistency between any provision in Part 200 and the rest of this Ordinance regarding the elections, appointment, qualifications, and removal of Election Board members, the provisions in Part 200 shall apply over the more general provisions.

Section 202. Organization of the Election Board

a) *Number of Election Board Members and Officers*

- (1) The Election Board shall consist of at least six (6) and no more than twelve (12) total members.
- (2) The Election Board shall be run by three (3) officers—a Chairperson, a Vice-Chairperson, and a Secretary. These officers shall be elected by the Election Board members and must already be one of the members on the Election Board.

b) *Election Board Meetings*

- (1) For the Election Board to take any official action at a meeting, the meeting must have a quorum. A quorum is met if two-thirds (2/3rds) or more of seated Election Board members are present. For purposes of computing quorum, vacant seats shall be disregarded.
- (2) The Election Board shall keep minutes of its meetings and records of its official acts, and it shall report the same to the CBC as requested.
- (3) The Election Board Chairman/Chairperson shall provide public notice of the meetings at least one (1) day in advance by posting the date, time, and place of each meeting at the Tribal Headquarters, Comanche Nation social media, and other official Tribal outreach facilities; and shall provide notice to each member of the Election Board.
 - (A) Public posting at Tribal Headquarters and other official Tribal outreach facilities shall be performed by the Election Board Chairman/Chairperson.
 - (B) Social media posting under this Section may be made by the administrators of the Comanche Nation’s social media accounts upon the Election Board Chairman/Chairperson.

- (4) Election Board meetings shall be open to the public and conducted in accordance with Robert's Rules of Order, except that the Election Board may conduct any part of a meeting to the exclusion of the public upon majority vote of the Board in order to consider matters of litigation (actual, threatened, or potential), or removal or discipline of Election Board members, or other matters deemed under tribal law, provided that any final action or vote on official action shall be taken in a session open to the public.

c) Compensation of the Election Board

- (1) All Election Board officers and non-officer members will receive a monthly stipend for their service to the Comanche Nation in accordance with the budget approved by the Tribal Council. To receive a stipend, they must be present at all Election Board meetings and elections in that month unless the Election Board Chairperson excuses them. Stipends will be received on a monthly basis regardless of meetings held per month.
- (2) Election Board officers and non-officer members will each receive \$300.00 a month as a base stipend.
- (3) On top of their base stipend, Election Board officers and non-officer members will receive an additional \$500.00 for General Council meetings, \$400.00 per day (up to two days) for operating a General Election, \$400.00 per day (up to two days) for operating a Runoff Election, \$400.00 per day (up to two days) for operating a Special Election, and \$100 for the certification meeting of elections.
- (4) Election Board members may receive an additional stipend of \$50 (for a half day) or \$100 (for a full day) for work performed in the Election Office as an office representative. The duties of an office representative shall include answering phones, filing, updating addresses, organizing records, and similar administrative work. The Chairperson of the Election Board shall determine schedule of office representatives, but in no event shall the scheduled hours for office representatives exceed the budgeted amount of stipends for office representatives. Office representatives may serve only from January 1 to the end of the Runoff Election each year or, in the event of a Special Election only, at other times as designated by the Election Board.
- (5) The compensation amounts stated in Section 202(c)(3)-(4) may be adjusted due to economic factors affecting the Comanche Nation's yearly budget if those adjustments are presented to the Tribal Council for approval.

d) Hiring of Temporary Workers

- (1) Election Board may retain temporary workers to assist with the Election Board with their duties at polling sites during elections. Compensation of such workers shall not exceed \$200 per day.

Section 203. Term of Office

- a) An Election Board member's term of office shall be for two years.
- b) An Election Board member may serve as many consecutive terms as elected.

Section 204. Selection of Election Board Members

a) *Schedule of Terms*

- (1) The six (6) seats elected to the Election Board in 2023 will be known as seats one through six. An additional six (6) seats will be elected in the 2024 General Election, and these seats will subsequently be known as seven through twelve.
- (2) Following the 2024 General Election, seats one through six will be elected during odd years, and seats seven through twelve will be elected during even years.

b) *Procedures for the Elections of Election Board Membership Positions Open Due to an Expired Term*

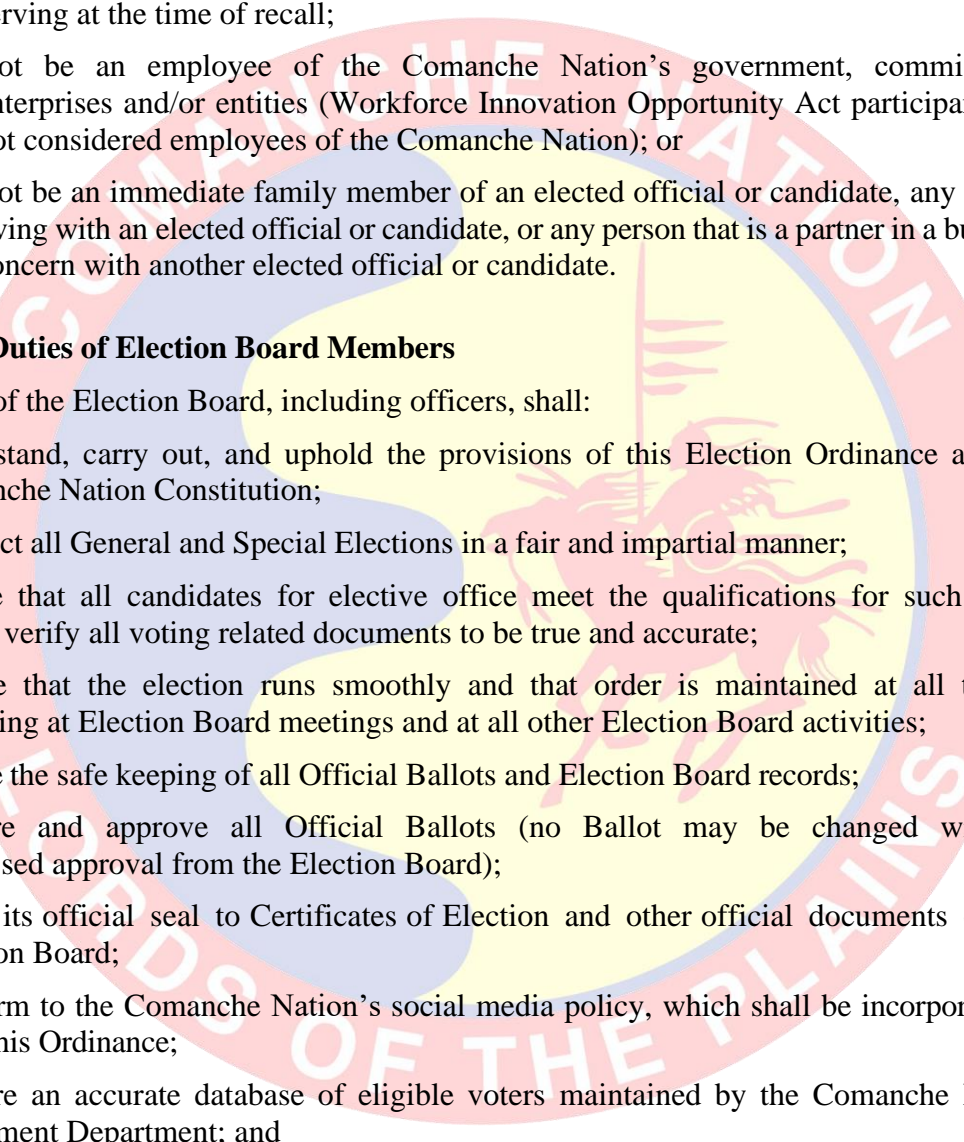
- (1) Generally, all election procedures contained in this Ordinance shall also apply to the elections of Election Board membership positions that are open due to an expired term, except that:
 - (A) The number of vacancies shall be the six (6) seats expiring, plus any vacancies under section 204(c). The number of candidates equal to the number of vacancies that receive the most votes in the General Election shall be seated as Election Board members; and
 - (B) The qualifications for election or appointment shall follow Section 204(d) of this Ordinance.

c) *Procedures for the Selection of Election Board Membership Positions Open Due to Resignation, Removal, or Death*

- (1) Any resignation of an Election Board member shall be in writing to the Chairperson, who will then present the member's resignation to the CBC. If the Chairperson resigns, he/she/they will submit the resignation in writing to the Vice-Chairperson, who will then present the Chairperson's resignation to the CBC. A voluntary resignation, once accepted by the Election Board, cannot be withdrawn. The person resigning must leave immediately.
- (2) If a vacancy occurs on the Election Board that causes the number of Election Board members to be less than six (6), the candidate who received the most votes without being seated on the Election Board in the most recent General Election shall fill the vacancy following a certification that the candidate satisfies the qualification for appointment in Section 204(d) of this Ordinance.
- (3) If there was no such candidate at the last General Election for that position or if that candidate declines the appointment, then the Election Board shall hold a Special Election to fill the vacancy.
- (4) An individual filling a vacancy on the Election Board will serve until the next General Election.

d) *Qualifications of Election Board Members for Election or Appointment*

- (1) Be an enrolled citizen of the Comanche Nation who is eighteen (18) years of age or older at the time of nomination or appointment;
- (2) Not hold any other elected office—besides already holding an office on the Election Board—with the Comanche Nation at the time of his/her/their candidacy;
- (3) Not be a candidate for any other elected office of the Comanche Nation;

- 
- The seal of the Comanche Nation is a large, circular emblem in the background. It features a red outer ring with the words "COMANCHE NATION" at the top and "SEAL OF THE PLAINS" at the bottom. The center of the seal is yellow and contains a red silhouette of a Native American figure on horseback, holding a bow and arrow.
- (4) Not been convicted of any felony, a misdemeanor involving dishonesty, bribery, embezzlement, or been determined by a court of competent jurisdiction to have committed any improper appropriation or obligation of tribal assets, any improper addition or removal from tribal rolls;
 - (5) Not have any indebtedness to the Nation;
 - (6) Not fail a urine drug test;
 - (7) Not have been recalled or removed from any Comanche Nation elected office within three (3) years after the expiration of the term of office in which the person was serving at the time of recall;
 - (8) Not be an employee of the Comanche Nation's government, commissions, enterprises and/or entities (Workforce Innovation Opportunity Act participants are not considered employees of the Comanche Nation); or
 - (9) Not be an immediate family member of an elected official or candidate, any person living with an elected official or candidate, or any person that is a partner in a business concern with another elected official or candidate.

Section 205. Duties of Election Board Members

All members of the Election Board, including officers, shall:

- a) Understand, carry out, and uphold the provisions of this Election Ordinance and the Comanche Nation Constitution;
- b) Conduct all General and Special Elections in a fair and impartial manner;
- c) Ensure that all candidates for elective office meet the qualifications for such office and/or verify all voting related documents to be true and accurate;
- d) Ensure that the election runs smoothly and that order is maintained at all times, including at Election Board meetings and at all other Election Board activities;
- e) Ensure the safe keeping of all Official Ballots and Election Board records;
- f) Prepare and approve all Official Ballots (no Ballot may be changed without expressed approval from the Election Board);
- g) Affix its official seal to Certificates of Election and other official documents of the Election Board;
- h) Conform to the Comanche Nation's social media policy, which shall be incorporated into this Ordinance;
- i) Acquire an accurate database of eligible voters maintained by the Comanche Nation Enrollment Department; and
- j) Serve as an office representative for the Election Office, as set forth in Section 202(c)(4); and
- k) Cooperate to adopt necessary policies and procedures consistent with the Election Ordinance and Constitution to govern the Board and the conduct of any election, provided that any policy or procedure will be binding only when the Election Board (1) files the policy or procedure in writing with the CBC, and (2) the CBC approves the

policy or procedure at a monthly or special meeting.

Section 206. Election Board Officers

a) Procedures for the Elections of Election Board Officers

- (1) This Ordinance's General, Runoff, and Special Election procedures shall not apply to this subsection.
- (2) Within ten (10) days after the General Election, the Election Board shall elect from its membership a Chairperson, Vice-Chairperson, and Secretary to serve as officers of the Election Board. If the Election Board does not elect a Chairperson, Vice-Chairperson, and a Secretary within ten (10) days after the General Election, then the CBC will appoint an Election Board member to each vacant officer position.
- (3) Election Board members can only nominate current Election Board members, including themselves, for an officer position on the Election Board.
- (4) An individual is validly elected as an Election Board officer if (1) the quorum requirement is satisfied, and (2) the individual receives a majority vote from those present.
- (5) If an Election Board officer position becomes vacant, the Election Board must hold an internal election within ten (10) days from when the vacancy began. The same election procedures listed in Section 206(a)(1) - (a)(4) of this Election Ordinance will also apply to elections for vacant Election Board officer positions.

b) Election Board Officer Terms

- (1) An Election Board officer may serve in his/her/their respective officer position for successive terms as he/she/they continue to be elected by the Tribal Council as an Election Board member.

c) Removal of Election Board Officers

- (1) At an official meeting that satisfies quorum, a majority of the Election Board present may remove an Election Board officer from his/her/their officer position for cause prior to the expiration of the officer's term.
- (2) The removal of an Election Board member from his/her/their officer position does not remove that individual from the Election Board.
- (3) The Election Board may promulgate its own rules and procedures to govern the removal of Election Board member/Officers as long as they are consistent with this Ordinance and the Comanche Nation Constitution.

d) Duties, Responsibilities, and Obligations of the Election Board Chairperson

- (1) Call and preside over all meetings of the Board to ensure that all such meetings are conducted in a fair, open manner and in compliance with any laws, policies, procedures or ordinances regarding public posting and disclosure of tribal government meetings;
- (2) Vote on questions decided by the Board only to resolve a tie;
- (3) Remove any non-board member from a meeting for disruptive conduct during said meeting and call Comanche Law Enforcement to remove the individual if the disruption

substantially interferes with the conduction of the meeting;

- (4) Develop, present for approval to the Board, and publish the Calendar of Events prior to each election;
 - (5) Develop internal operating procedures in cooperation with the members of the Board that comply with this Ordinance;
 - (6) Ensure that all Board members are adequately trained in and comply with the provisions of this Ordinance;
 - (7) Hire an Independent Tabulator for elections;
 - (8) Ensure that all prospective candidates agree in writing to the performance of background investigations prior to their being certified as candidates in a Comanche Nation General Election;
 - (9) Submit the proposed list of candidates and their qualifications packet to the CBC within three (3) days of the meeting at which the candidates were nominated;
 - (10) Present the Certified Results of any election conducted under this Ordinance to the CBC within three (3) days to the completion of the election;
 - (11) Present regular reports as to the activity of the Board to the Comanche Business Committee and as requested;
 - (12) Approve all pay requests and supply requisitions and produce an annual budget with input from Board members for review of the CBC and approval by the Tribal Council;
 - (13) Count to determine if a quorum of any Board meeting is satisfied;
 - (14) Assign a member to record the minutes of a meeting in the absence of the Secretary;
 - (15) Notify U.S. Postal Service of upcoming elections and to hold ballots for said elections;
 - (16) Approve purchases made by the Election Board Secretary; and
 - (17) Perform any other such duties required to ensure the legal conduct of business by the Board.
- e) *Duties, Responsibilities, and Obligations of the Election Board Vice-Chairperson*
- (1) The Vice-Chairperson shall fulfill the duties of the Chairperson should the Chairperson be unable to perform his/her/their duties or when the Chairperson must recuse himself/herself/themselves.
- f) *Duties, Responsibilities, and Obligations of the Election Board Secretary:*
- (1) Be responsible for the recording and maintaining of all official minutes of meetings and actions of the Board;
 - (2) Ensure that all election records and returns are stored and secured in compliance with Section 104 of this Ordinance to preserve the historical information of each election through the end of its retention period;
 - (3) Generate, maintain, and make available all financial materials generated as a result of the Board's activities;
 - (4) Generate and maintain all correspondence records resulting from the activities of the

Board; and

- (5) Have the sole and exclusive authority to make purchases, but only after the purchase is approved by the Chairperson or Vice-Chairperson.

Section 207. Oath of Office Upon Election or Appointment

Prior to entering into the duties of office, each Election Board member shall take the following Oath of Office to be administered by the Comanche Business Committee Chairperson or Vice-Chairperson of the Nation:

“I, _____, do hereby solemnly swear, or affirm, that I will support, protect, and defend the Constitution and laws of the Comanche Nation and will cause the elections of the Comanche Nation to be conducted fairly, impartially, and in accordance with the laws of the Comanche Nation, so help me God.

Section 208. Ethical Obligations of Election Board Members

An Election Board member shall:

- a) Not openly campaign, including on social media, for the nomination, election, recall or removal of any Comanche Nation elected official;
- b) Maintain a neutral and impartial position on all election activities in order to ensure a fair and impartial election;
- c) Uphold and adhere to the terms of the Election Ordinance and the Comanche Nation Constitution; or
- d) Not use or disclose any confidential information gained in the course of, or by reason of his/her/their official position or duties to unauthorized persons or entities, or to further the financial interest or personal interest of any entity or person not authorized to possess such information.

Section 209. Election Board Member Recusal

An Election Board member shall recuse himself/herself/themselves from participation in the election process where:

- a) An immediate family member of said Election Board member is a candidate for any elective office;
- b) Said Election Board member is a candidate for any elective office; or
- c) Some other circumstance exists relating to said Election Board member that would severely affect the voting public's confidence in the integrity of the election process.

Section 210. Causes of Removal of Election Board Member

An Election Board member may be removed for cause by the CBC if any of the following shall occur:

- a) Substantial violation of the Oath of Office or the Election Ordinance;
- b) Dishonesty, gross misconduct, or incompetence in office, social media posts regarding political activity/activities;
- c) Conviction of a felony or committing any act or engaging in any activity which would constitute a criminal offense involving dishonesty or moral turpitude under tribal, federal, or state law;

or

- d) Absence from any combination of four (4) consecutive duly called Election Board meetings or training sessions for which attendance is required.

Section 211. Process for Removing an Election Board Member

a) Requirements to Initiate Removal Procedures

- (1) If a member of the Election Board reasonably believe that an Election Board member has engaged in any activity which constitutes good cause for removal as defined in Section 211 of this Ordinance, they shall notify the Chairman of the CBC, or if unavailable the Vice-Chairman of the CBC, in writing.
- (2) Upon receiving such written notification, the CBC shall investigate the allegations, and provide the accused Election Board member notice of the allegations against him or her, and a meaningful opportunity to be heard regarding those allegations.

Section 212. Entitlement to Legal Advice

- a) The Election Board is entitled to legal advice and legal representation from the Tribal Attorney with respect to questions or disputes that arise under this Ordinance or Constitution, except as it concerns contested elections for the position of Tribal Attorney itself.
- b) Any action by the Election Board to seek legal advice or representation from the Tribal Attorney must first be approved by the CBC.

PART 300
ANNUAL MEETING

Section 301. Supreme Governing Body

- a) As defined in the Comanche Constitution Article IV §1, "The Supreme Governing Body of this organization shall be the Comanche Tribal Council." The Tribal Council shall consist of all duly enrolled citizens of the Comanche Nation who are eighteen (18) years of age or older. The Tribal Council will affirm and exercise its Supreme Powers by the Annual Election following the Annual Meeting.
- b) Pursuant to the Comanche Constitution Article V §2, there shall be an annual meeting of the Tribal Council on the third Saturday in April of each year at 1:30 p.m. at the Comanche Tribal Headquarters in Lawton, Oklahoma, or such other place as the Comanche Business Committee shall determine.

Section 302. Nominations at the Annual Meeting

- a) Pursuant to the Comanche Constitution Article VII §2, nominations for Business Committee members and officers shall be announced by a Comanche Nation Tribal Council citizen from the floor and seconded by another Comanche Nation Tribal Council citizen. All nominations must be accepted by the Comanche Business Committee Chairperson. If the individual nominated declines said nomination, no further action shall be taken by the Election Board regarding his/her/their candidacy.
- b) Nominations for Tribal Administrator and Tribal Attorney shall follow the procedures set forth in Section 302(a) of this Ordinance.
- c) Nominations for Election Board members shall follow the procedures set forth in Section 204(b) of this Ordinance.

Section 303. Election Board Responsibilities During Tribal Council Meetings

The Election Board shall have the following duties or responsibilities at any duly called meeting of the Tribal Council:

- a) An Election Board member must register as a participant;
- b) Registered Election Board members shall count towards a quorum and may participate in voting at such meetings;
- c) Election Board members shall maintain a neutral and impartial position on all Tribal Council activities;
- d) Record nominations of candidates for elective office and provide candidate packets;
- e) Distribute ballots, supervise, count, tally, and report to the presiding officer the voting of eligible participants on nominations, motions or questions;
- f) Require any Election Board member who plans to run for elected office for the immediate election or who is nominated to run for elected office for the immediate election to recuse themselves from their Election Board duties for the remainder of the Annual Meeting;
- g) Upon declaration of adjournment by the Tribal Chairman or presiding officer, the Election

Board's responsibilities under this Section shall terminate and the Election Board shall withdraw from the meeting place;

- h) The Election Board is **not** responsible for registration of Tribal Council members at the Annual Meeting and is **not** responsible for the distribution of bracelets indicating eligibility to vote; the Enrollment Office shall be responsible for the registration of Tribal Council members at the Annual Meeting and distribution of bracelets indicating their eligibility to vote. However, Election Board members may assist the Enrollment Office with registration and distribution of bracelets, at the request of the Enrollment Director provided that in no event shall temporary workers conduct registration or distribution of bracelets.

PART 400

QUALIFICATION OF CANDIDATES

Section 401. Elections of Business Committee Member, Tribal Administrator, & Tribal Attorney

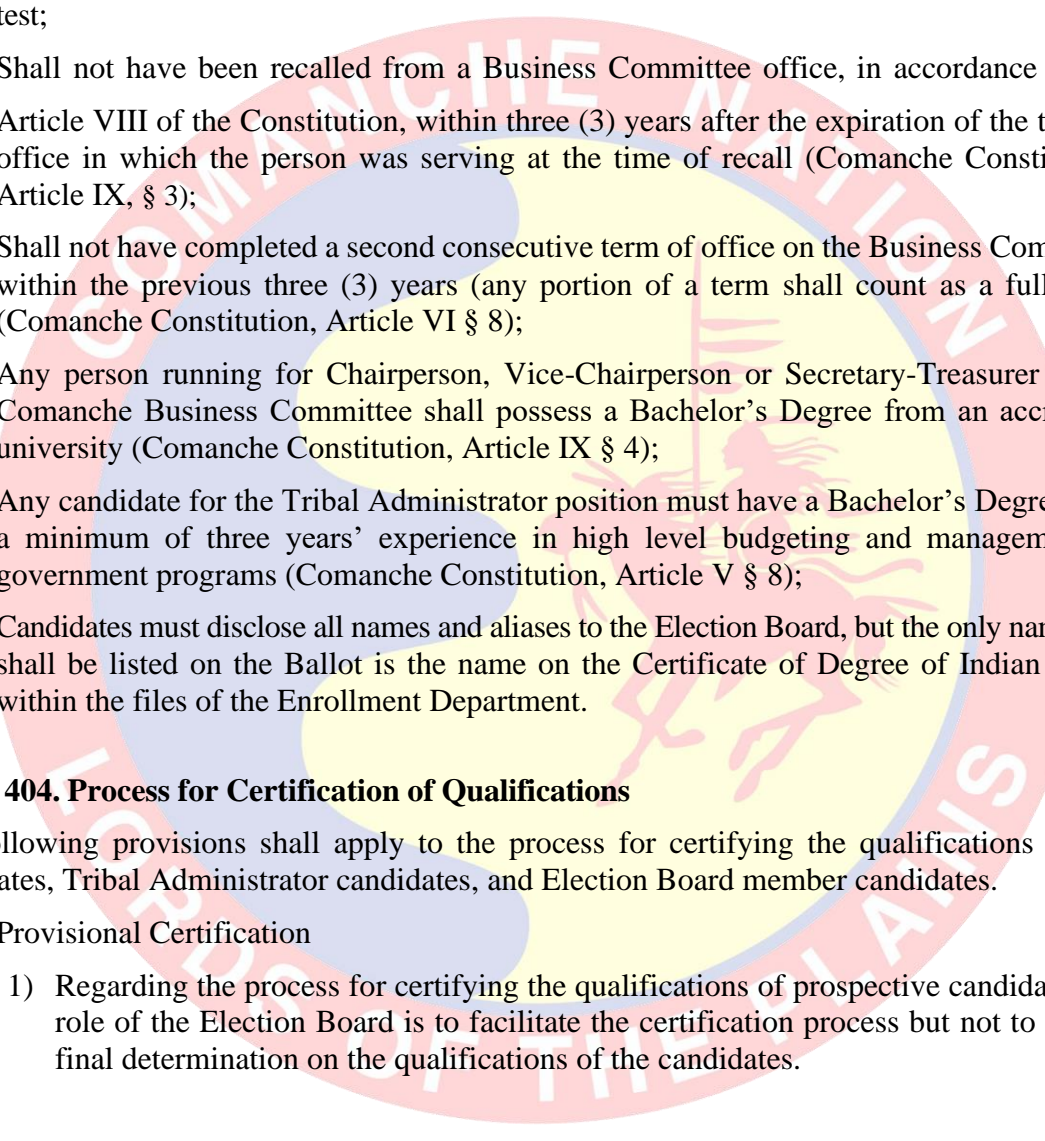
- a) In accordance with Article VII of the Comanche Constitution, members of the Comanche Business Committee shall be elected by the Tribal Council which shall consist of **ALL** citizens of the Comanche Nation who are eighteen (18) years of age or older pursuant to Article V §1 of the Comanche Constitution.
- b) There are seven (7) members of the Business Committee regularly elected as follows:
 - 1) Committee Member #1 and Committee Member #2 in 2010, and every third year thereafter.
 - 2) Secretary-Treasurer, Committee Member #3, and Committee Member #4 in 2011, and every third year thereafter.
 - 3) Chairman and Vice-Chairman in 2012, and every third year thereafter.
- c) The terms of office for Comanche Business Committee members are set forth in accordance with the Comanche Constitution, Article VI § 8.
- d) A Tribal Administrator will be elected in accordance with the Comanche Constitution Article V § 8 by the Tribal Council. The Tribal Administrator will be elected in the same years as the Comanche Business Committee Chairperson and Vice-Chairperson.
- e) A Tribal Attorney will be hired by the Tribal Council in accordance with the Comanche Constitution Article V § 9. The Tribal Council will hire the Tribal Attorney by election annually.

Section 402. Authority

The Comanche Nation Business Committee, under the adoption of this Election Ordinance, enacts these "Qualifications of Candidates" pursuant to Article VI § 7 of the Comanche Constitution "to determine qualifications of candidates nominated for office."

Section 403. Qualifications of Candidates for CBC and Tribal Administrator

A candidate for a position on the Business Committee or a candidate for the position of Tribal Administrator shall meet the following qualifications:

- 
- The seal of the Comanche Nation is a large, circular emblem in the background. It features a red outer ring with the words "COMANCHE NATION" at the top and "TRIBAL ELECTIONS" at the bottom. Inside the ring is a yellow circle containing a red silhouette of a Comanche warrior on horseback, holding a bow and arrow. The warrior is facing right.
- a) Shall be a citizen of the Comanche Nation and at least twenty-one (21) years old at the time of election (Comanche Constitution, Article IX §1);
 - b) Shall not have been convicted of any felony, a misdemeanor involving dishonesty, bribery, embezzlement, or been determined by a court of competent jurisdiction to have committed any improper appropriation or obligation of tribal assets, any improper addition or removal from tribal rolls, any indebtedness to the Nation, or fail a urine drug test;
 - c) Shall not have been recalled from a Business Committee office, in accordance with Article VIII of the Constitution, within three (3) years after the expiration of the term of office in which the person was serving at the time of recall (Comanche Constitution, Article IX, § 3);
 - d) Shall not have completed a second consecutive term of office on the Business Committee within the previous three (3) years (any portion of a term shall count as a full term) (Comanche Constitution, Article VI § 8);
 - e) Any person running for Chairperson, Vice-Chairperson or Secretary-Treasurer of the Comanche Business Committee shall possess a Bachelor's Degree from an accredited university (Comanche Constitution, Article IX § 4);
 - f) Any candidate for the Tribal Administrator position must have a Bachelor's Degree with a minimum of three years' experience in high level budgeting and management of government programs (Comanche Constitution, Article V § 8);
 - g) Candidates must disclose all names and aliases to the Election Board, but the only name that shall be listed on the Ballot is the name on the Certificate of Degree of Indian Blood within the files of the Enrollment Department.

Section 404. Process for Certification of Qualifications

The following provisions shall apply to the process for certifying the qualifications for CBC candidates, Tribal Administrator candidates, and Election Board member candidates.

(a) Provisional Certification

- 1) Regarding the process for certifying the qualifications of prospective candidates, the role of the Election Board is to facilitate the certification process but not to make a final determination on the qualifications of the candidates.
- 2) The Election Board will submit to the Comanche Nation Law Enforcement a list of prospective candidates. The Comanche Nation Law Enforcement shall search local, tribal, state, federal and any other agencies for any information available which would show if any prospective candidates have been convicted of any felony, a misdemeanor involving dishonesty, bribery, embezzlement. The Comanche Nation Law Enforcement will certify to the Election Board in writing, whether a record showing a felony conviction, a misdemeanor involving dishonesty or bribery, embezzlement conviction has been found for each prospective candidate, and if so the date, court, case number and jurisdiction in which the judgment and sentence has been entered.

- 3) The Election Board shall inquire with the Tribe's accountant(s) and/or finance department, Tribal Court, and conduct independent research into whether any court has determined that any of the prospective candidates has committed any improper misappropriation or obligation of tribal assets or any improper addition or removal from tribal rolls, or has any indebtedness to the Nation. If a judicial order finding improper misappropriation or obligation of tribal assets, improper addition or removal from tribal rolls, or a debt is found for a prospective candidate, the Election Board shall note in that prospective candidate's packet the date, court, case number and jurisdiction in which the judgment and sentence has been entered. The Tribal Attorney shall issue an opinion regarding whether any court issuing such a judicial order is a court of competent jurisdiction.
- 4) By 12:00 pm (noon) on the Monday following the Annual Meeting, all prospective candidates will submit to a 5 Panel Urine Analysis Drug Test to be administered by an Independent Drug Testing Facility of the Election Board's choice. The results will be sent to the Election Board to be added to the prospective candidate's packet. The Election Board will follow the Comanche Nation Human Resources' policy regarding the usage of illegal narcotics. Positive results will result in disqualification of candidacy. However, prospective candidates will not be disqualified if they provide a doctor's note stating candidate has a current prescription for medication in question, medicinal marijuana licenses not accepted.
- 5) Prospective candidates for Chairman, Vice-Chairman, Secretary/Treasurer, Tribal Administrator, and Tribal Attorney must submit proof of their education to the Election Board by the close of business on the Monday following the Annual Meeting. Proof may be in the form of a copy of their diploma or official transcripts.
 - A) Candidates for Tribal Attorney must further submit proof of their admission to the practice of law in a state of the United States to the Election Board by the close of business on the Monday following the Annual Meeting.
 - B) Candidates for Tribal Administrator must further submit proof of their experience in high level budgeting and management of government programs to the Election Board by the close of business on the Monday following the Annual Meeting.
- 6) To facilitate the certification process, the Election Board will gather the above materials and any other materials required by this Ordinance or Constitution to reflect a prospective candidate's qualification, compile them into a packet, and send the packet to the CBC for review.
- 7) The Election Board shall meet the Tuesday following the Annual Meeting of the Tribal Council for the purpose of provisional certification of candidates. The Election Board shall review the materials in each prospective candidate's packet and vote on whether each such candidate should be certified. After the meeting is adjourned, the Chairperson of the Election Board shall publicly release the provisional certification results, and notify each candidate of whether or not they were provisionally certified.
- 8) If any Election Board member is running for re-election to the Election Board, then

that person must recuse himself/herself/themselves from reviewing their own packet, discussing their own qualifications, or participating in the review and determination of their own qualifications and provisional certification in any way.

(b) Certification Protests

- 1) A prospective candidate aggrieved by an Election Board determination finding the candidate not qualified for candidacy may file a written protest with the Election Board within forty-eight (48) hours of notification.
- 2) Any member of the Tribal Council believes that a prospective candidate that was provisionally certified does not meet the qualifications for office, she/he/they may file a written protest with the Election Board within forty-eight (48) hours of the public posting of the provisional certification.
- 3) On the day that the Election Board releases its provisional certifications of candidates and for the following two (2) calendar days, the Election Board must have at least one member in the Election Office from 8:00 a.m. to 5:00 p.m. for the purpose of receiving protests. In addition, protest may be made via email to any member of the Election Board.

(c) Final Certification of Candidates

- 1) The CBC shall hold a Special Meeting on the Friday following the General Council meeting for the purpose of final certification of candidates. The CBC shall review each prospective candidate's packet and any protests. No prospective candidate shall have any expectation of privacy in the content of their packets or protests. The certification of candidates is a matter of public interest that shall be done at an open meeting of the CBC.
 - 2) The Tribal Attorney must be in attendance at this Special Meeting, and may render opinions on issues such as whether a crime is a "misdemeanor involving dishonesty, bribery, embezzlement" or whether a court is a "court of competent jurisdiction."
 - 3) If any prospective candidate is running against a current CBC member, then that CBC member must fully recuse himself/herself/themselves from reviewing that prospective candidate's packet, discussing the qualifications of that prospective candidate, or participating in the review and determination of that prospective candidate's qualifications in any way.
 - 4) After the CBC makes its final decision regarding certification, the final certification results are non-appealable and shall be posted publicly.
- (d) Per Resolution 19-2024, the CBC prohibits elected officials from serving on other tribes' or nation's enterprises or gaming boards or commissions. Candidates must provide written proof of resignation and verified by the CBC should a candidate serve on other tribes' or nation's enterprises or gaming boards or commissions before their swearing-in ceremony; failure to do so disqualifies candidacy.

Section 405. Qualifications of Tribal Attorney

- a) A candidate for Tribal Attorney must be a natural person, although such person may

associate with a law firm or other attorneys.

- b) A candidate for Tribal Attorney must have a juris doctor degree from a law school accredited by the American Bar Association and must be licensed to practice law in a state of the United States.
- c) A candidate for Tribal Attorney must disclose in writing all known conflicts of interest or known potential conflicts of interest at or before the Annual Meeting of the Tribal Council.

Section 406. Withdrawal of Candidacy

- a) Candidates may voluntarily withdraw their candidacy upon filing, in person, a written notice of withdrawal with the Election Board. Said notice shall be signed by the candidate, whose signature shall be notarized and witnessed by the Election Board.
- b) A candidate shall be deemed withdrawn from candidacy by reason of his/her/their death prior to an election. The Election Board shall retain a copy of his/her/their obituary on file.
- c) Upon receipt or verification of withdrawal of candidacy the Election Board shall post a notice on the Election Board webpage and shall cause to be published, to the greatest extent feasible, notice of such withdrawal as soon as practical after receipt. Upon any such publication, a notice of withdrawal shall be final and irrevocable.
- d) Any vote cast for a withdrawn candidate shall be counted as “no vote” during the tabulation of votes.

Section 407. Unopposed Candidate

Any candidate who is unopposed shall be elected at the conclusion of the election. The candidate's name shall appear on the Official Ballot with the designation “unopposed” next to the name.

PART 500
TYPES OF ELECTIONS

Section 501. Types of Elections

There shall be the following types of elections conducted under this Election Ordinance:

- a) **General Elections:** A General Election is held within sixty (60) days after the Annual Tribal Council meeting to elect offices being vacated by reason of expiration of the member or office's term (Const. Art. VII, § 2), or by reason of vacancy on the Comanche Business Committee occurring within four months of the next Annual Tribal Council meeting (Const. Art. VIII, § 1). The Election Board shall establish the dates of a General Election consistent with Comanche Nation Constitutional requirements.
- b) **Runoff Elections:** A Runoff election must be held as soon as possible after a General Election if no candidate receives the required fifty percent (50%) plus one vote of the total votes cast for all candidates. The Election Board shall establish the dates of a Runoff Election consistent with Comanche Nation Constitutional requirements.
- c) **Special Elections:** Special Elections shall refer to any election other than the General Election or Runoff Election. Special Elections include, but are not limited to, elections required by Article VIII, § 1 of the Constitution to fill a vacancy occurring on the Comanche Business Committee, elections to fill a vacant Tribal Administrator or Tribal Attorney position, referendum elections called by the Comanche Business Committee, or elections to amend the Constitution.

Section 502. Notice of Elections

- a) The Election Board Chairperson shall cause to be published, after submission to the Comanche Nation Public Information Officer and approval by Administration, an Official Notice of election dates no less than forty-five (45) calendar days before a General Election or as soon as possible before a Runoff Election or Special Election. Such notice shall be published in the Comanche Nation's Newspaper, on the Election Board Webpage, on the Comanche Nation Website, and on the Comanche Nation's social media accounts.
- b) Official notice of any Election shall include the following information:
 - (1) The type of election and the issue(s) or office(s) to be decided;
 - (2) The date of election;
 - (3) The last day an Eligible Voter may request an absentee ballot by completing the Absentee Ballot Request Form;
 - (4) The date and time that absentee ballots must be received by the U.S. Post Office to count in said election;
 - (5) A notice that it is the responsibility of the voter to ensure a completed absentee request form is returned to the Election Board by the date and time determined by the Election Board; and
 - (6) Other important information as determined by the Election Board consistent with the Election Ordinance, other applicable laws of the Nation, and the Election Board's rules

and regulations governing elections.

- c) A yearly election calendar will be made available on the Election Office Webpage on the Comanche Nation Website.

Section 503. General Elections

General Elections shall be conducted in the manner prescribed by this Election Ordinance in accordance with the timetable adopted by the Comanche Business Committee.

- a) A General Election shall be held prior to a Runoff election whenever there are two (2) or more candidates running for the same elective position in order to ensure compliance with the majority vote requirement.
- b) Any candidate who receives fifty percent (50%) plus one vote of the votes cast in a General Election for a particular office shall be declared the winner and no Runoff Election for said office shall be required.
- c) If no candidate in any General Election receives at least fifty percent (50%) plus one vote of the votes cast in such Election, the two (2) candidates with the highest vote totals from the General Election (including any candidate(s) tied with the lower of such totals) shall appear on the ballot in a Run-off Election.
- d) However, if the nominees are in a two (2) candidate race, the declared winner is the nominee that has garnered the most votes from the General Election.

Section 504. Runoff Elections

Runoff Elections shall be conducted in the manner prescribed by this Election Ordinance and in accordance with the timetable selected by the Comanche Business Committee.

- a) The two (2) candidates who received the greatest number of votes in a General Election shall participate in a Runoff Election, provided that after a General Election no candidate receives the required fifty percent (50%) plus one vote of the total votes cast for all candidates, including those not voting for a particular candidate.
- b) A Runoff Election shall have two (2) candidates, unless there is a tie in the number of votes cast for the second-place candidate(s) in a General Election. If the second-place place candidates are tied, a multi-candidate race will be conducted with the declared winner being the candidate that has garnered the most votes in the multi-candidate runoff race (including those not voting for a particular candidate).

Section 505. Special Elections

a) Special Elections to Fill a Vacancy on the Comanche Business Committee

- (1) Pursuant to Article VIII, § 1 of the Comanche Constitution, if a vacancy occurs on the Comanche Business Committee more than four months before the next Annual Meeting due to the death, resignation, or removal of an officer or member, then the Tribal Chairman shall immediately call a special meeting of the Comanche Tribal Council to be held within twenty (20) days for the purpose of filling such vacancy for the unexpired term.
- (2) At the special meeting, the Tribal Council shall nominate candidates to fill the vacancy following the Annual Meeting nomination procedures provided in Section 302 of this Ordinance.
- (3) The Election Board's duties and responsibilities provided in Section 303 of this Ordinance governing their duties and responsibilities at the Annual Meeting shall also apply at this special meeting.
- (4) After the special meeting, the provisions listed in Part 400 of this Ordinance governing the certification of the qualifications of prospective candidates shall apply. The Election Board shall immediately facilitate the certification process pursuant to these provisions.
- (5) After the Comanche Business Committee makes its final determinations on the qualifications of candidates, the Election Board shall set a date for the special election, which shall occur as soon as possible. After doing so, the Election Board shall also fulfill the election notice requirements provided in Section 502 of this Ordinance.
- (6) From here, the election procedures provided in Sections 503 and 504 of this Ordinance shall also apply to special elections to fill a vacancy on the Comanche Business Committee. Additionally, all provisions from Parts 600, 700, 800, 900, and 1000 from this Ordinance shall also apply to such elections.
- (7) The winner of such election shall immediately be sworn in to fill the vacant position and serve the remainder of his/her/their predecessor's term.

b) Special Elections to Fill a Vacancy for the Tribal Administrator and Tribal Attorney

- (1) If a vacancy occurs for the positions of the Tribal Administrator or Tribal Attorney more than four months before the next Annual Meeting due to that individual's death, resignation, or removal, then the Tribal Chairman shall immediately call a special meeting of the Comanche Tribal Council to be held within twenty (20) days for the purpose of filling such vacancy for the unexpired term.
- (2) The provisions from Section 505(a)(2)-(7) of this Ordinance shall also apply to special elections to fill the vacant positions of the Tribal Administrator and Tribal Attorney.

c) Special Elections Following Special Tribal Council Meetings

- (1) If the Comanche Business Committee calls a Special Tribal Council meeting, then the Election Board must provide proper notice pursuant to Section 502

of this Ordinance, and all provisions from Parts 600, 700, 800, 900, and 1000 from this Ordinance, shall also apply.

(d) *Special Elections to Amend the Constitution*

- (1) Pursuant to Article XI, § 1 of the Comanche Constitution, amendments to the Comanche Constitution may be proposed by a majority vote of the Comanche Business Committee or by a petition signed by two hundred (200) adult members of the tribe who are entitled to vote, and shall be submitted to the voters of the Trib.
- (2) Petitions to amend the constitution must be submitted to the Enrollment Office for verification that the petition was signed by two hundred (200) adult members of the tribe who are entitled to vote. If the signatures cannot be verified, the petitioner shall be notified by the Enrollment Office, and the petitioner may appeal at the next regular monthly meeting of the Comanche Business Committee. If the signatures are verified, the petition shall be submitted to the Tribal Chairman and to the Election Board to proceed under subdivision (d)(3) of this section.
- (3) If the requirements to vote on an amendment to the Comanche Constitution are satisfied under Article XI, § 1 of the Comanche Constitution, then the Election Board must provide notice pursuant to Section 502 of this Ordinance, subject to subdivision (d)(4) of this section. Additionally, all provisions from Parts 600, 700, 800, 900, and 1000 from this Ordinance shall also apply, subject to subdivision (d)(4) of this section.
- (4) If a petition requesting a constitution amendment signed by two hundred (200) adult members of the tribe who are entitled to vote is received by the Tribal Chairman and Election Board within sixty (60) days of a Tribal Council meeting, whether a Special General Council meeting or a General Council meeting, the election to amend the constitution may be held concurrently with the General Election or Special Election, if any, that results from the Tribal Council meeting at the discretion of the Comanche Business Committee. If an amendment to the constitution is proposed by a majority vote of the Comanche Business Committee, the Comanche Business Committee may elect to hold the election to amend the constitution concurrently with any other election.

PART 600
QUALIFICATION AND REGISTRATION OF VOTERS

Section 601. Qualified Voters

All enrolled citizens of the Comanche Nation who are eighteen (18) years of age and over are qualified voters of tribal election(s) as defined in Article V §1 of the Comanche Nation Constitution. Any qualified voter shall be permitted to vote in all Comanche Nation Elections.

Section 602. Absentee Voter Registration Procedures

- a) Any qualified Comanche Voter shall be entitled to vote by Absentee Ballot and may request an Absentee Ballot Request Form from the Election Office. This request may be made in-person to the Election Office or by phone call to the Election Office. Under either method, the Election Office must verify the identity of the requesting Comanche Nation Voter before granting that voter an Absentee Ballot Request Form.
 - 1) Qualified voters may request to be a **Temporary Absentee** Voter, meaning an absentee ballot must be requested and shall be issued for every election to the address provided by the voter.
 - 2) Qualified voters may request to be a **Permanent Absentee** Voter, meaning an absentee ballot will be issued for every election until such time as the voter requests a change of their absentee status. It is the responsibility of the “Permanent” Absentee Comanche Voter to keep their address updated at all times with the Election Office.
- b) To be considered complete, the Absentee Ballot Request Form must be witnessed and signed by another individual who is eighteen (18) years of age or older.
- c) Absentee Ballot Request Forms and completed Voter Registration Applications shall be accepted at any time leading up to any election.
- d) A reminder for “Permanent” Absentee Voters to update their addresses yearly will be published annually in the Comanche Nation News, in area newspapers, and online at the Comanche Nation Election Office’s webpage **45 days** prior to the Annual Council meeting held on the third Saturday in April.
- e) Upon receipt of an application for an Absentee Ballot, the Comanche Nation Election Office will issue, at the appropriate time, an Absentee Voter packet via the U.S. Postal Service. This packet will consist of the following:
 - 1) An official election ballot;
 - 2) An envelope marked OFFICIAL BALLOT in which the election ballot must be inserted and sealed after the voter has marked his or her vote; and
 - 3) A prepaid postage envelope will be provided that has a signature line located on

the back that must be signed by the Absentee Voter. **This signature line must be signed by the Absentee Voter otherwise the ballot will NOT be counted.**

- f) All items above shall be inserted in the preprinted envelope and mailed to the Comanche Nation Election Office post office box located in Lawton, Oklahoma.

Section 603. Registration of In-Person Voters

Enrolled Comanche Nation citizens who are eligible to vote can do so at a designated polling site and must present his/her/their photo identification which may include:

- a) A Comanche Tribal Certificate Degree Indian Blood card;
- b) A Valid Driver's License/State Identification card; or
- c) Other government issued ID.



PART 700

CONDUCT OF ELECTIONS

Section 701. Polling sites

The Election Board shall select a polling site in or near each of the following towns for each election: Anadarko, Apache, Cache, Lawton, Oklahoma City, and Walters. Polling sites will be located on land held in trust by the United States or under the control of the Comanche Nation, or both. The Election Board's use of buildings under the control of the Comanche Nation for polling sites shall take priority over any other scheduled event or activity.

Section 702. Poll Watchers

- a) The Elder's Council is authorized to place poll watchers in all polling sites, but it shall not be necessary to have a designated poll watcher at any polling site in order to have a valid election.
- b) There may be no more than two (2) poll watchers per polling site.
- c) Poll watchers may not be compensated for his/her/their poll watching activities.
- d) All poll watchers must be an eligible Comanche Nation voter and cannot be a candidate or any member of a candidate's immediate family.
- e) A poll watcher may only observe and may not interfere in any way with the conduct of an election.
- f) Any poll watcher interfering with the election or attempting to influence voters in any manner shall be ordered to leave the polling area by the Election Board Chairperson or law enforcement officer.
- g) During the counting/tabulation process, designated poll watchers may view, but not disturb, the process.
- h) No poll watcher shall be allowed to use any communication device or to communicate with any Election Board member during the counting/tabulation process. A poll watcher must remain in their designated area.

Section 703. Official Ballots

- a) The Election Board shall approve and cause to be produced an Official Ballot for each election and at least one (1) ballot for each voter eligible to cast a vote.
- b) Official Ballots shall contain the name(s) and picture of the candidate(s) qualified for said election.
- c) The name of a candidate for office shall appear on the ballot in the same way that it appears on the rolls of the Comanche Nation Enrollment Department.
- d) Candidate's names shall appear on the ballot in the order of nomination at General Council or at the special meeting where they were nominated.
- e) Official Ballots related to budgets or questions submitted for approval of the Tribal Council shall conform to budgets or questions as submitted by the Comanche Business Committee.

- f) At least one Comanche Nation Law Enforcement officer shall be present whenever voted ballots are transported to verify chain of custody.

Section 704. Technical Advice and Approval of Ballot

For any question or budget item posed for ballot approval, the Election Board will decide the technical and formatting aspects of the question or budget item on the ballot prior to printing.

Section 705. Spoiled or Mutilated Ballots

- a) Should any voter mutilate or mismark his/her/their ballot in an effort to vote, the voter may return the ballot to an Election Board member, who shall place the Spoiled Ballot in an envelope marked “spoiled” and seal the envelope. The voter shall then be issued another ballot.
- b) No Spoiled Ballot shall be counted as a vote.

Section 706. Failure to Receive an Absentee Ballot or Receipt of Spoiled Ballot

Any voter who fails to receive an Absentee Ballot, or accidentally spoils or mutilates an Absentee Ballot, may contact the Election Office at the Comanche Nation Headquarters to request a replacement ballot to be mailed. In such case, a replacement Absentee Ballot will be sent by expedited transmittal to the Voter and must be returned via the U.S. Postal Service in the prepaid envelope. The Absentee Ballot must be received by 12:00 p.m. on the day of Election in order to be counted.

Section 707. Early In-Person Voting

- a) Enrolled Comanche Nation citizens who are eligible to vote can do so by early in-person voting the preceding Friday before an election at the Comanche Nation Headquarters and any other locations designated by the Election Board.
- b) Hours for early in-person shall be from 8:00 a.m. to 5:00 p.m.
- c) Person(s) wishing to vote in person must present their photo identification or proof of membership with the Comanche Nation and sign the e-poll book before they are allowed to cast their ballot.
- d) A Comanche Nation Enrollment officer shall be responsible for verifying Tribal enrollment. Conduct of the enrollment officer shall be governed by the Election Board during the voting period.
- e) The voter will then be issued an official in-person ballot that must be inserted into the electronic voting machine after the voter marks the ballot.

Section 708. Election Procedures Utilizing Electronic Voting Machines

- a) Electronic voting machines and e-poll books shall be utilized for all elections under this Ordinance.

- b) Electronic voting machines must be installed and ready for use when the polls open at 8:00 a.m.
- c) A Comanche Nation Law Enforcement Officer shall open and maintain the polling sites from 8:00 a.m. to 5:00 p.m. for early in-person voting and from 8:00 a.m. to 6:00 p.m. on the day of the election.
- d) An Election Board member, in the presence of the first voter, shall ensure that no ballots have been inserted and scanned by the electronic voting machine.
- e) All persons requesting to vote must present either (1) a photo-identification document and be on the Comanche Nation Voter Registry, or (2) proof of membership with the Comanche Nation. They must also provide their signature verification by signing the e-poll book before they are allowed to cast a ballot.
- f) When a voter has completed marking the ballot, the voter must insert the ballot into the electronic voting machine. Assistance shall be provided to the voter if requested pursuant to Section 710 of this Ordinance.
- g) After the electronic voting machine has accepted the ballot, the voting process for the individual voter has been completed.

Section 709. Return of Absentee Ballots by Mail

- a) Absentee ballots must be returned to the address provided on the pre-printed envelope by U.S. Postal Service and will be picked up by Comanche Nation Law Enforcement and the Election Board Chairperson on Saturday at 12:00 p.m. on Election Day.
- b) To protect the integrity of the voting process, absentee ballots will be picked up and delivered to the Comanche Nation Headquarters by (1) the Election Board Chairperson, (2) the Independent Tabulator, and (3) a Comanche Nation Law Enforcement officer.
- c) The absentee ballots retrieved from the U.S. Post Office shall be deposited and remain in a locked container provided by the Election Office. It shall then be transported to the Comanche Nation Headquarters by a Comanche Nation Law Enforcement officer and an Election Board officer or member to a pre-designated location for tabulation.

Section 710. Assistance for Voters with Physical Disabilities

- a) If a voter requesting to vote states that, because of a physical disability, the voter is unable to physically insert the ballot in the electronic voting machine, a Comanche Nation Law Enforcement officer shall provide the voter with assistance as needed. In all such instances, however, the voter must first verify his/her/their identity with an Election Board member before receiving the desired assistance.
- b) If a person requesting to vote states that, because of a physical disability, the voter is unable to physically mark the ballot to vote, a Comanche Nation Law Enforcement officer shall provide the voter with assistance as needed. In all such instances, however, the voter must first verify his/her/their identity with the Election Board member before receiving the desired assistance, and the voter must—without suggestion from the Election Official or Tribal Law Enforcement officer—state which candidate, item, etc., the voter wishes to vote for.

- c) If a person requesting to vote is unable to leave their vehicle, an Election Board member shall come out to the voter's car to verify the voter's identity and give the voter a ballot. The voter shall fill out the ballot, and a Comanche Nation Law Enforcement officer shall take the ballot and insert the ballot into the electronic voting machine.
- d) In no scenario under this Section shall voting by proxy be permitted.

Section 711. Electioneering & Alcoholic Beverages Prohibited

- a) As defined in this Election Ordinance, NO PERSON shall be allowed to electioneer within three hundred (300) feet of any ballot box or electronic voting machine while an election is in progress, nor shall any person or persons, except persons voting, Election Board members, and other persons authorized by law, be allowed within fifty (50) feet of any ballot box or electronic voting machine while an election is in progress. No printed material other than that provided by the Election Board shall be publicly placed or exposed within three hundred (300) feet of any ballot box or electronic voting machine while an Election is in progress. Appropriate signs will be posted by the Election Board.
- b) NO PERSON shall take intoxicating liquor of any kind or quantity within three hundred (300) feet of any polling place on any election day. NO PERSON shall attend an election or be within three hundred (300) feet of a polling place in an intoxicated condition on any election day.
- c) Comanche Nation Law Enforcement officers shall have the authority to remove an individual from the polling site if such officer determines that person is under the influence of alcohol or drugs or has otherwise violated this Section.
- d) Comanche Nation Law Enforcement officers shall have the authority to remove an individual from the polling site if the individual causes a severe disruption to the election process.

Section 712. Voting After Closure of Polls

- a) The polls close at **6:00 p.m.** on Election Day, and the facility door will be locked by Comanche Nation Law Enforcement.
- b) Voters presently in line at the Polling Site at **6:00 p.m.** shall be allowed to cast a ballot.
- c) Voters arriving at the Polling Site after **6:00 p.m.** shall not be allowed to cast a ballot under any circumstance.

Section 713. Emergency Voting Procedures

- a) In the case of an emergency that threatens the safety of voters and/or the Board (e.g., natural disasters, tornados, floods, earthquakes, acts of terrorism, etc.) the Election Board shall follow all directives of Comanche Nation Law Enforcement notwithstanding any provision of this Ordinance. In such cases, the fact that the provisions of this Ordinance were not followed shall not be a reason to challenge or overturn any election results.
- b) A hard copy of all enrolled Comanche Nation citizens will be provided to each voting site to be utilized in case of power outages, loss of internet, or other unforeseeable occurrences.

PART 800
TABULATION OF BALLOTS

Section 801. Election Board Duties After Closure of Poll

- a) When the polls close, the Election Board shall perform the predetermined audit procedure as approved in the Official Poll Manual to print the totals. A ballot accounting form will be filled out and signed by at least one Election Board member confirming this step has been completed.
- b) The Election Board shall remove the ballots from the electronic ballot tabulator, in the presence of Comanche Nation Law Enforcement, and lock them in the transfer case or other designated container. Comanche Nation Law Enforcement shall then transport the box containing the voted ballots to the Comanche Nation Headquarters' tabulation area. This box shall be opened only in the event a request for a manual recount is required by law or has been approved in accordance with this Ordinance.
- c) The Election Board shall prescribe methods of sealing all ballots, all certificates of vote, and all other materials the Election Board used in recording the count of the ballots in such a manner that any tampering with or altering of same after the sealing can be detected.
- d) The Election Board shall keep locked in the ballot boxes all ballots from the Election until the recount period has expired. The Comanche Nation Law Enforcement Chief of Police shall have possession of the keys during this period. After counting of all ballots and the recount period has passed, all ballots shall be placed in sealed containers marked with the date of the election. All unused, spoiled, or rejected ballots shall be labeled and placed in the sealed containers. The sealed containers containing all ballots shall be immediately returned and put into the custody of Comanche Nation Law Enforcement.

Section 802. Counting of Ballots

- a) Counting of ballots from polling voting sites (including votes from early voting and Election Day voting) shall be counted beginning at 7:00 p.m. at the Comanche Nation Headquarters on Election Day by the Independent Tabulator.
- b) Counting shall be conducted at the Comanche Tribal Headquarters using an electronic ballot tabulator.
- c) Counting shall be conducted in a manner to permit six (6) designated poll watchers to view, but not disturb, the process.
- d) No poll watcher shall be allowed within 25 feet of the tabulation area, to use any communication device, to exit their designated area, or to communicate with any Election Board member during the tabulation process.
- e) After the counting process using electronic ballot tabulators is complete, Election Board members will perform the predetermined procedure, as outlined in the Official Poll Manual approved by the Election Board to print the totals. The Election Board will print voting report totals from the electronic voting machine, which will be labeled and sealed

in an envelope. An envelope will be signed by the Election Board overseeing this process confirming this step has been completed. When this step is satisfied, the tabulation of early voting and Election Day ballots using an electronic voting machine has been completed.

- f) There will be set up at the final counting destination a “Count Workstation” with a dedicated computer which will read ALL voting results report totals from each electronic voting machine from each polling site and the voting machine utilized for the counting of absentee ballots. The “Count Workstation” computer will tally the results from all voting machines to provide a final count of cast ballots.
- g) The Independent Tabulator will be the only person allowed access to the voting results report totals from the “Count Workstation” computer.
- h) The Election Board shall deliver to the Independent Tabulator the balloting record and challenged ballots for the Independent Tabulator’s verification. The Independent Tabulator shall audit any challenged ballots to determine if any represent a multiple vote.
- i) The Independent Tabulator will audit the totals and verify accuracy of the absentee ballots. When this step, along with the steps listed in Section 803 are complete, the tabulation of all ballots will be complete.

Section 803. Counting of Absentee Ballots

- a) The Election Board shall determine whether the person whose name is signed to the signature verification form is an authorized voter and also determine that person has not voted at any of the polling sites, which will be verified by the e-poll books.
- b) If the absentee ballot has not been signed, the absentee ballot shall be secured in a designated container. These uncounted ballots shall be secured separately from the counted ballots.
- c) Each outer envelope shall be opened, but the inner envelope containing the official ballot shall remain unopened at that point.
- d) The sealed envelopes containing the official ballot will then be opened and made available for the counting process. This envelope must not be opened until the tabulation process begins at the Comanche Nation Headquarters at 7:00 p.m. on Election Day.
- e) After the counting process using electronic ballot tabulators is complete, Election Board members will perform the predetermined procedure, as outlined in the Official Poll Manual approved by the Election Board to print the totals. The Election Board will print voting report totals from the electronic voting machine, which will be labeled and sealed in an envelope. An envelope will be signed by the Election Board overseeing this process confirming this step has been completed. When this step is satisfied, the tabulation of absentee ballots using an electronic voting machine has been completed.
- f) There will be set up at the final counting destination a “Count Workstation” with a dedicated computer which will read ALL voting results report totals from each electronic voting machine from each polling site and the voting machine utilized for the

counting of absentee ballots. The “Count Workstation” computer will tally the results from all voting machines to provide a final count of cast ballots.

- g) The Independent Tabulator will be the only person allowed access to the voting results report totals from the “Count Workstation” computer.
- h) The Election Board shall deliver to the Independent Tabulator the balloting record and challenged ballots for the Independent Tabulator’s verification. The Independent Tabulator shall audit any challenged ballots to determine if any represent a multiple vote.
- i) The Independent Tabulator will audit the totals and verify accuracy of the absentee ballots. When this step, along with the steps listed in Section 802 are complete, the tabulation of all ballots will be complete.

Section 804. Automatic Recount

- a) The Election Board is authorized to open the secured ballot boxes on election night or within three (3) calendar days after election night to recount the ballots on a pre-assigned voting device in public view and in the presence of a representative of the Comanche Nation Law Enforcement in the following circumstances:
 - (1) There are less than **ten (10)** total votes between a first place and second place candidate or between the second and third place candidates in a General Election to determine advancement to a run-off election; or
 - (2) A voting device has malfunctioned in such a way that the integrity of its vote count is jeopardized, such as when there are no totals on the printout or if the printout is illegible.
- b) Upon completion of the recount the secured Ballot boxes shall be resealed by members of the Comanche Nation Law Enforcement.

Section 805. Publication of Results of Balloting

- a) At the conclusion of the Independent Tabulator’s verification process, the Election Board will provide the results to the CBC, which will make an official act of accepting and certifying the unofficial results of the current election.
- b) The unofficial results will be made available to the voting public and posted initially on the Comanche Nation Election Board Webpage, on the Comanche Nation Website, and on Comanche Nation social media. The results will subsequently be posted at all polling sites, and then finally published as directed by the Election Office.
- c) If the unofficial results fail to be accepted and certified by the CBC, then the Election Board shall perform an audit of the tabulation process, after which the results the Election Board shall again seek for unofficial election results to be accepted and be certified.

Section 806. Resolving Ties After Runoff Election

- a) In any Runoff Election where there is a tie amongst the candidates who received the highest number of voters, due to time constraints of the Comanche Nation Constitution, the Election Board may conduct a recount to determine the winner.
- b) If the results do not change after the recount, then the Election Board shall announce the

selection of the successful candidate by lot at a public meeting held no fewer than three (3) business days after announcement. When a successful candidate is to be selected by lot pursuant to the provisions of this Section, the following procedures shall apply:

- (1) After certification of the Election results, the Election Board shall conduct an immediate meeting of the Election Board, the Candidates, the Independent Tabulator, and Comanche Nation Law Enforcement.
- (2) The Election Board office shall have typed the name of the candidates on two separate, identical pieces of 8.5 by 11-inch paper in 12-point font in Times New Roman. The Election Board Chairperson will then present both papers for inspection to each candidate at the meeting.
- (3) The Election Board Chairperson shall then place the papers containing the names of the Candidates in a clear container.
- (4) The CBC will designate the Comanche Nation Chief of Police, or another Comanche Nation Law Enforcement officer, to draw one (1) piece of paper from the container, read it, and then announce the name of the candidate appearing on the paper to the Election Board and to those present at the meeting.
- (5) The name of the candidate appearing on the first drawn paper shall be declared the winner. The CBC shall request the Comanche Nation Chief of Police, or another Comanche Nation Law Enforcement officer to show the paper drawn from the container to those present and expose the other name not drawn to all witnesses present.

Section 807. Official Election Results

- a) Election results shall be official under the following conditions:
 - (1) If **no** protest or request for recount (including appropriate fees) challenging the election result for a particular candidate or proposition are received by 5:00 p.m. on the **third calendar** day following the election;
 - (2) If **all** protests are **denied** by final decision of the Court of Appeals;
 - (3) If **any** protests are **granted** by the Court of Appeals, then upon implementation of the remedy related to correcting the irregularities or issues underlying the protest; or
 - (4) If **any** requests for recount are **granted** by the Election Board, then upon conclusion of the recount.
- b) Notwithstanding a grant of protest or recount, such action shall have no effect on the validity of the election outcome of other candidates or proposition which were not part of the protest or recount.

PART 900

CHALLENGES TO ELECTION RESULTS

Section 901. Protest of the Election Results

Any candidate or person casting a vote may protest the result of an election. Protests may be heard exclusively through the process and under the rules of this Part.

Section 902. Burden of Candidate to Sustain Protest

The person challenging the election results must prove by clear, convincing evidence that the Election Board violated one or more material provisions of this Election Ordinance or otherwise conducted said election in a manner that altered the outcome of the election.

Section 903. Protest Procedure

- a) Any person who wishes to **protest the election process** must do so by filing a petition with the Tribal Court by **5:00 p.m.** of the **third (3rd) calendar day** after the election.
- b) The protest petition must be personally served on any candidates that would be affected by the protest or, if the protest relates to ballot referenda or budget approvals, to the Tribal Chairman, by **5:00 p.m.** of the **third (3rd) calendar day** after the election.
- c) The Court of Appeals shall have original and exclusive jurisdiction over any election dispute, and must call a hearing to hear evidence and argument within six (6) calendar days after the election. The panel shall recess to deliberate and must then render a decision on the record at the conclusion of the hearing.
- d) The Court of Appeals has discretion to impose monetary sanctions on a petitioner that files a frivolous protest of an election.

Section 904. Candidate Recount Request

- a) A candidate who wishes to request a **recount of the election results** must do so in writing to the Election Board by **5:00 p.m.** of the **first business day following** the Election.
- b) The request for recount must be submitted by a Candidate. Submission of the request for recount by anyone other than a Candidate will not be accepted.

Section 905. CBC Recount Request

The CBC may request in writing that the Election Board conduct a recount of the election results for any proposition (question, law, or budget item), but not any election results for election of an officer, CBC member, Tribal Administrator, Tribal Attorney, or Election Board member, by **5:00 p.m.** of the **first business day** after the Election. The CBC shall not be required to remit any recount fee.

Section 906. Determination of Recount Request

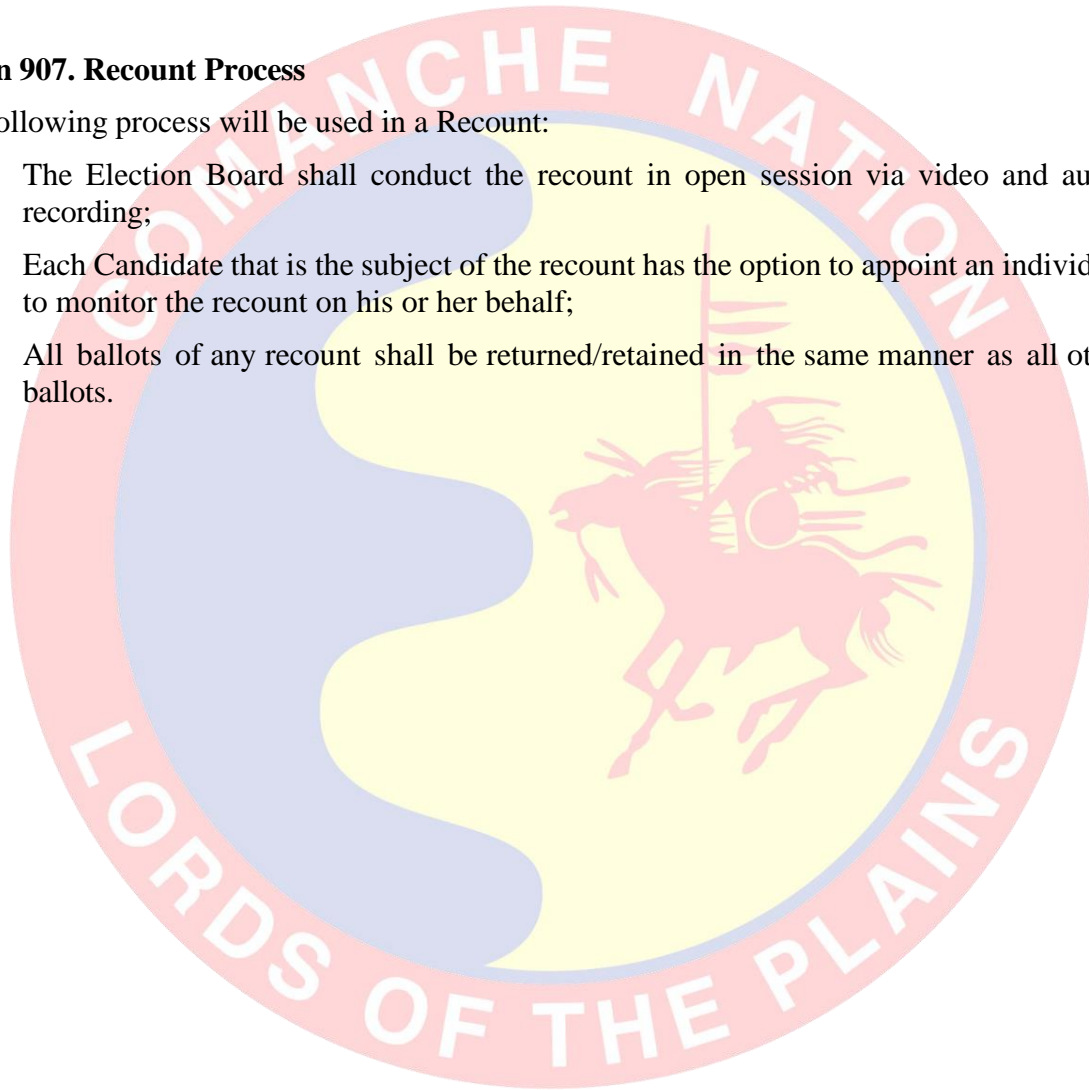
The Election Board shall **grant** request for and perform a recount **only if** the margin between the winning and losing candidate (or for proposition the margin between “yes” and “no” votes) is the greater of:

- a) Twenty-four (24) votes or less; or
- b) Less than two percent (2.00%) of the total votes cast for the candidates for the position or proposition.

Section 907. Recount Process

The following process will be used in a Recount:

- a) The Election Board shall conduct the recount in open session via video and audio recording;
- b) Each Candidate that is the subject of the recount has the option to appoint an individual to monitor the recount on his or her behalf;
- c) All ballots of any recount shall be returned/retained in the same manner as all other ballots.



PART 1000
ELECTION OFFENSES AND PENALTIES

Section 1001. Bribery to Influence a Vote

Any person who offers, solicits, or accepts something of value intended to influence the vote of the person soliciting or accepting same shall be guilty of **Bribery to Influence a Vote** and be punished by a fine not to exceed One Thousand Dollars (\$1,000.00) and/or prosecuted to the full extent allowed by law. Investigation and enforcement of such complaint will be conducted by Comanche Nation Law Enforcement.

Section 1002. Bribery to Withdraw Candidacy

Any person who shall offer or give to another anything of value to induce or cause such other person to withdraw from a political contest as a candidate for any office at any election, or any person who shall solicit or accept from another anything of value for withdrawing from any political contest as a candidate for any office at any election, shall be guilty of **Bribery to Withdraw Candidacy** and punished by a fine not to exceed One Thousand Dollars (\$1,000.00) and/or prosecuted to the full extent allowed by law. Investigation and enforcement of such complaint will be conducted by Comanche Nation Law Enforcement.

Section 1003. Coercion to Influence a Vote

Any person who, by means of coercion or any threat of violence or other unlawful conduct, knowingly attempts to prevent an adult Comanche Nation citizen from voting or to encourage such voter to vote a particular way shall be guilty of **Coercion to Influence Voting** and punished by a fine not to exceed One Thousand Dollars (\$1,000.00) and/or prosecuted to the full extent allowed by law. Investigation and enforcement of such complaint will be conducted by Comanche Nation Law Enforcement.

Section 1004. Electioneering

Any person who campaigns for any candidate or proposal within three hundred (300) feet of any ballot box while an election is in progress, or any person except election officials and other persons authorized by law who remains within fifty (50) feet of any ballot box while an election is in progress shall be guilty of **Electioneering** and punished by a fine not to exceed One Thousand Dollars (\$1,000.00) and/or prosecuted to the full extent allowed by law.

Section 1005. Interference with Conduct of Elections

Any person, including a lawfully appointed poll watcher, who interferes with a Comanche Nation citizen who is attempting to vote, or any person who attempts to influence the vote of another by means of force or intimidation, or any person who interferes with the orderly and lawful conduct of an election shall be guilty of **Interference with Conduct of Elections** and punishable by a fine not to exceed One Thousand Dollars (\$1,000.00) and/or prosecuted to the full extent allowed by law.

Section 1006. Voting Illegally

Any person who willfully votes more than once at any election, who votes under someone else's name, or who, knowing that he or she is not eligible to vote at an election, willfully votes at said election shall be guilty of **Voting Illegally** and punished by a fine not to exceed One Thousand Dollars (\$1,000.00) and/or prosecuted to the full extent allowed by law.

Section 1007. Voting Disclosure

Any election official who discloses how any voter may have voted, or any voter who, within the election enclosure, discloses to any other person how he voted shall be guilty of **Voting Disclosure** and punished by a fine not to exceed One Thousand Dollars (\$1,000.00) and/or prosecuted to the full extent allowed by law.

Section 1008. Unlawful Balloting

Any person, except an Election Official, who removes an Official Ballot from the polling place or who carries any ballot into a polling place shall be guilty of **Unlawful Balloting** and punished by a fine not to exceed One Thousand Dollars (\$1,000.00) and/or prosecuted to the full extent allowed by law.

Section 1009. Possession of Unlawful Ballots

Any person who causes to be printed, or who has in his/her possession ballots not authorized by the Election Office shall be guilty of **Possession of Unlawful Ballots** and punished by a fine not to exceed One Thousand Dollars (\$1,000.00) and/or prosecuted to the full extent allowed by law.

Section 1010. Tampering with Voting Devices

Any person who defaces a voting device, breaks, tampers with, impairs, impedes or otherwise interferes with the maintenance, adjustment, delivery, use or operation of any voting device or part thereof shall be guilty of **Tampering with Voting Device** and punished by a fine not to exceed One Thousand Dollars (\$1,000.00) and/or prosecuted to the full extent allowed by law.



MOTION: Made by Robert Tippeconnie, Secretary/Treasurer, to approve agenda as-is.

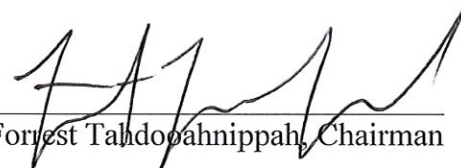
SECONDED BY: Alice Kassanavoid, Committeewoman No. 3.

Voice vote of 6 for, 0 against, and 0 abstained.

MOTION CARRIED


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The aforementioned motion was acted upon during a regular meeting of the Comanche Business Committee, held on Saturday, April 5, 2025 at the Comanche Nation Headquarters, Lawton, Oklahoma, and a quorum being present.



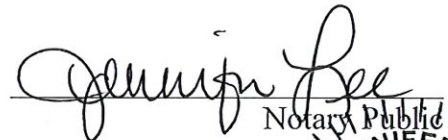
Forrest Taldoahnippah, Chairman

ATTEST:



Robert Tippeconnie, Secretary/Treasurer

Sworn before me this 5th day of April, 2025.



Notary Public

My Commission Expires: 9.18.27



COMANCHE

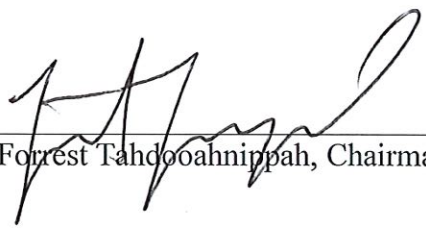
MOTION: Made by Jordan Fox, Committeeman, to approve February Minutes, February Special Meeting Minutes, March Minutes, and March Special Meeting Minutes.

SECONDED BY: Hazel Tahsequah, Committeewoman No. 1.

Voice vote of 6 for, 0 against, and 0 abstained.

MOTION CARRIED

The aforementioned motion was acted upon during a regular meeting of the Comanche Business Committee, held on Saturday, April 5, 2025 at the Comanche Nation Headquarters, Lawton, Oklahoma, and a quorum being present.


Forrest Tahdooahnippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer

Sworn before me this 5th day of April, 2025.

My Commission Expires: 9.18.27



COMANCHE

MOTION: Made by Alice Kassanavoid, Committeewoman No. 3, to strike Amendment B (recall procedures) from Resolution 63-2024.

SECONDED BY: N/A

Voice vote of 0 **for,** 0 **against, and** 0 **abstained.**

MOTION FAILED

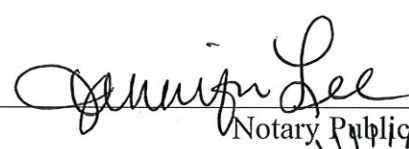
The aforementioned motion was acted upon during a regular meeting of the Comanche Business Committee, held on Saturday, April 5, 2025 at the Comanche Nation Headquarters, Lawton, Oklahoma, and a quorum being present.


Forrest Tahdoohnippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer

Sworn before me this 5th day of April, 2025.


Notary Public

My Commission Expires: 9.18.27



COMANCHE


MOTION: Made by Alice Kassanavoid, Committeewoman No. 3, to take out “(which may include the Chairman)” from Amendment B of Resolution 63-2025.

SECONDED BY: Robert Tippeconnie, Secretary/Treasurer.
Voice vote of 0 for, 0 against, and 0 abstained.

Diana Doyebi-Sovo, Vice Chairman- YES
Robert Tippeconnie, Secretary/Treasurer- YES
Hazel Tahsequah, Committeewoman No.1- NO
Ross Kahrahrhah, Committeeman No. 2- YES
Alice Kassanavoid, Committeewoman No. 3- YES
Jordan Fox, Committeeman No. 4- YES


MOTION CARRIED

The aforementioned motion was acted upon during a regular meeting of the Comanche Business Committee, held on Saturday, April 5, 2025 at the Comanche Nation Headquarters, Lawton, Oklahoma, and a quorum being present.



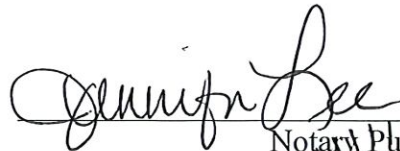
Forrest Tahdoahniipah, Chairman

ATTEST:



Robert Tippeconnie, Secretary/Treasurer

Sworn before me this 5th day of April, 2025.



Notary Public

My Commission Expires: 9.18.27



COMANCHE

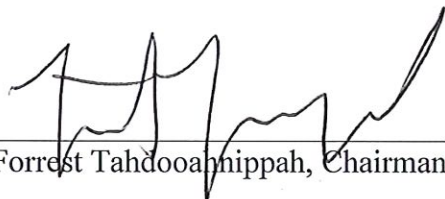
MOTION: Made by Robert Tippeconnie, Secretary/Treasurer, to approve Resolution 63-2025 as amended.

SECONDED BY: Diana Doyebi-Sovo, Vice-Chair.

Voice vote of 6 for, 0 against, and 0 abstained.

MOTION CARRIED

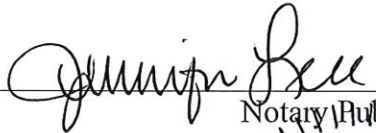
The aforementioned motion was acted upon during a regular meeting of the Comanche Business Committee, held on Saturday, April 5, 2025 at the Comanche Nation Headquarters, Lawton, Oklahoma, and a quorum being present.


Forrest Tahdooahippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer

Sworn before me this 5th day of April, 2025.


Notary Public

My Commission Expires: 9.18.27



COMANCHE

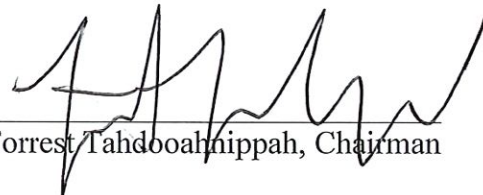
MOTION: Made by Robert Tippeconnie, Secretary/Treasurer, to adjourn.

SECONDED BY: Jordan Fox, Committeeman No. 4.


Voice vote of 6 for, 0 against, and 0 abstained.

MOTION CARRIED



The aforementioned motion was acted upon during a regular meeting of the Comanche Business Committee, held on Saturday, April 5, 2025 at the Comanche Nation Headquarters, Lawton, Oklahoma, and a quorum being present.


Forrest Tahdoahnippah, Chairman

ATTEST:


Robert Tippeconnie, Secretary/Treasurer

Sworn before me this 5th day of April, 2025.


Notary Public


My Commission Expires: 9.18.27