



## UNITED INDIAN HEALTH SERVICES, INC.

Healthy mind, body, and spirit for generations of our American Indian Community

### MEMO

To: All persons interested in filing a Declaration of Candidacy form for the 2014 United Indian Health Services, Inc., Board of Directors Election as an Indian Community Representative for the following area:

Area 4 – In and around Hoopa and Willow Creek

From: UIHS Election Committee

Date: September 8, 2014

Re: UIHS 2014 Board of Directors Election

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Thank you for your interest in serving as a potential Candidate to be a member of the UIHS Board of Directors. In order to qualify as a potential Candidate, you must meet the criteria for membership as an Indian Community Member as set forth in UIHS Election Policy –Section 6.1.

The 2014 UIHS Election will fill the following seats in each of the following areas:  
**One seat in Area 4 – In and around Hoopa and Willow Creek**

All interested Indian Community Members must complete a Declaration of Candidacy form as set forth in the Election Policy. Please include the required filing fee of **\$60.00** (cost for a background check) with your Declaration of Candidacy form no **later than September 12, 2014 at the Arcata Post Office Box listed below.**

For more information about the qualifications and eligibility of a Candidate, please call (707) 825-4136, go to [www.uihs.org](http://www.uihs.org), or contact the Election Committee at the following address:

**UIHS ELECTION COMMITTEE  
PO BOX 731  
ARCATA CA 95521**

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**MAIN OFFICE ~ Potawot Health Village, 1600 Weeot Way, Arcata, CA 95521-4734; (707) 825-5000 (Operator); Fax (707) 825-6747 (Adm)**

**Other UIHS Clinics or Offices, Phone and Fax Numbers**

"Gho' Mun' Dun" Dental Clinic, Crescent City (707) 464-2583; Fax (707) 464-2595  
"Taa-At-Dvn" Medical Clinic, Crescent City (707) 464-2750; Fax (707) 464-2668  
"Howonquet" Elder Nutrition Office, Smith River (707) 487-4463; Fax (707) 487-0918  
Elk Valley Office, Crescent City (707) 464-2919; Fax (707) 464-8218

Fortuna Health Clinic, Fortuna (707) 725-7988; Fax (707) 725-8088  
"Hop'ew Puel" Health Clinic, Klamath (707) 482-2181; Fax 482-3655  
"Libby Nix" Health Clinic, Weitchpec (530) 625-4300; Fax (530) 625-4308  
WIC Office, Arcata (707) 822-9900; Fax (707) 822-9901



**UNITED INDIAN HEALTH SERVICES, INC.**

**DECLARATION OF CANDIDACY  
As "Indian Community Representative" Member to UIHS Board of Directors**

1. Complete the following required personal information below as a Candidate. PRINT NEATLY

Name \_\_\_\_\_  
Physical Address \_\_\_\_\_ Mailing Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_  
Date of Birth (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Year) \_\_\_\_\_

2. **DECLARATION**

I, \_\_\_\_\_, a resident of \_\_\_\_\_ in Area \_\_\_\_\_, do hereby declare to UIHS Board of Directors that I meet the qualifications as an "Indian Community Representative" Member from my Area as indicated below (Please check the appropriate box) as set forth in Section 6 of the UIHS Election Policy:

- Area 1 In and around Del Norte County
- Area 2 In and around Orick, Trinidad, McKinleyville, Blue Lake
- Area 3 In and around Arcata, Eureka, Table Bluff, and all points south (within Humboldt- County)
- Area 4 In and around Hoopa and Willow Creek
- Area 5 In and around Weitchpec, Johnsons, and Orleans

In order to fulfill the qualifications of the Election Policy section 6.1. I hereby authorize the Election Committee or their designee to perform an appropriate background check and excluded parties screening as defined in definitions Section 6.

I hereby declare that information that I have provided herein is true and correct to the best of my knowledge, information, and belief. I further acknowledge and accept that if I provide to the Committee any false information relevant to the Committee's determination of my candidacy, I will not be eligible as a candidate in the Election.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Return this form to:** ELECTION COMMITTEE  
UNITED INDIAN HEALTH SERVICES, INC.  
PO BOX 731  
ARCATA CALIFORNIA 95521

**IMPORTANT:** All candidates must return this form to the Election Committee via the U. S. Post Box address.



## **SECTION 6 – QUALIFICATIONS AND ELIGIBILITY OF CANDIDATES**

### **6.1. Qualifications of Candidates.**

All candidates must meet the criteria for membership as an Indian Community Member as set forth in Article VI. of the UIHS Bylaws. Any Indian Community Member may be qualified as a candidate to the UIHS Board of Directors provided the following qualifications are met (See Section 3.1.8):

- 6.1.1. Must be an American Indian registered for the services provided by United Indian Health Services, Inc.;
- 6.1.2. Must be eighteen years (18) of age or older on or before the date of the Board of Directors Election;
- 6.1.3. Must be a resident of the service area of United Indian Health Services;
- 6.1.4. Must reside in the voting area from which the Candidate is elected. In addition, all Candidates must continue to reside within their voting area during his or her term (See Section 6);
- 6.1.5. Must not have not been convicted of a crime involving “moral turpitude” within the past ten (10) years or removed from the Board within the past ten (10) years. Crimes of “moral turpitude” include embezzlement, theft, perjury, conversion of property, fraud, misappropriation of funds, and other crimes of dishonesty (See Section 6.1.5);
- 6.1.6. Must not owe a Board related debt;
- 6.1.7. Must agree that as an Indian Community Representative, the candidate, will serve on the Board as an individual of the community and not as a representative of an organization;
- 6.1.8. Must be prepared to accept the Articles of Incorporation, the Bylaws, Code of Conduct and policies of UIHS;
- 6.1.9. Must agree to criminal background checks, including exclusion screening by the Office of Inspector General and Government Services Administration (OIG/GSA); and
- 6.1.10. Must not have held a position as a UIHS employee at least one (1) years prior to the filing of Declaration of Candidacy pursuant to Section 6.2.

### **6.2. Declaration of Candidacy and Filing Fee.**

In addition to meeting the qualifications as set forth in Section 6.1, a prospective candidate must file a Declaration of Candidacy no later than sixty (60) days prior to the Election. The Declaration of Candidacy must include a filing fee in an amount to be determined by and approved by the Board at least ninety (90) days prior to the Election. The Declaration of Candidacy and Candidate Statement must be completed and conform to the example provided in **Appendix A** of the policy. (See Appendix A).

### **6.3. Eligibility of Candidates.**

- 6.3.1. The Committee will commission the services of a private investigation firm to perform criminal background checks, including Office of Inspector General and Government Services

Administration (OIG/GSA) exclusion checks, on all declared candidates. At this point in the process the filing fee is non-refundable.

- 6.3.2.** For each declared candidate, the Committee determines whether the qualifications are met as set forth in Section 6.1 and the background checks are successfully passed. If the Committee determines that these requirements are met, the declared candidate shall be determined to be eligible as a candidate and shall be certified by the Committee to be placed on the ballot.
- 6.3.3.** If the Committee determines that a declared candidate does not meet the qualifications as a candidate and/or the declared candidate does not pass the background screenings, the Committee shall:
- 1) Notify such person in writing within five (5) days of the Committees' review of the candidate that the Committee challenges the proposed candidate's candidacy;
  - 2) The notification shall include the reasons for the challenge and shall further notify the proposed candidate that unless satisfactory proof of eligibility is furnished to the Committee within ten (10) days from the date of the notice of ineligibility, the proposed candidate's Declaration of Candidacy will be rejected;
  - 3) If the proposed candidate does provide appropriate eligibility information in writing within ten (10) days-of the date-of notice of ineligibility, the Committee shall make a final eligibility determination no later than five (5) days upon receipt of the proposed candidate's information; and
  - 4) The Committee's decision in determining the eligibility of a proposed candidate shall be final. If a background check has not been performed on the declared candidate, the filing fee shall be refunded.

#### **6.4. Certification of Candidates and Notice to Voters.**

- 6.4.1.** The Committee will make final candidate eligibility determinations and will present a certified list of candidates to the Board no later than **thirty-five (35) days** prior to Election Day.
- 6.4.2.** No later than **thirty (30) days** prior to the Election, the Committee shall publish in a publication widely distributed to eligible voters in the UIHS General Election, the Committee's List of Certified Candidates for each of the five (5) voting areas.

#### **6.5. Terms of Office**

- 6.5.1.** Indian Community Representatives from each voting area shall be elected for a three year term. The voting areas are as follows:
- Area 1: In and around Del Norte County;
  - Area 2: In and around Orick, Trinidad, McKinleyville, and Blue Lake;
  - Area 3: In and around Arcata, Eureka, Table Bluff, and all points south (within Humboldt County);
  - Area 4: In and around Hoopa and Willow Creek;
  - Area 5: In and around Weitchpec, Johnsons, and Orleans.
- The Board of Directors will decide any questions that are raised as to the area in which a person resides.

**6.5.2.** If any unexpired term remains because of the vacancy, that unexpired term shall be subject to election by the voters in the annual election.