



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 2024 United Indian Health Services, Inc., Board of Directors Election as an Indian Community Representative

From: Election Committee

Dates: February 28, 2024

Re: UIHS 2024 Board of Directors – Election

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 the UIHS Bylaws, Article VI. – Board of Directors, Section 6.4. and the UIHS Election Policy. (See Enclosed Documents)

United Indian Health Services is seeking interested Indian Community Members in serving as potential Candidates to be members of the UIHS Board of Directors. Potential Candidates must reside in and around the UIHS Services Area within one of the following areas:

- ❖ **Area 1:** in and around Del Norte County – A Primary and an Alternate to fill a three (3) year term.
- ❖ **Area 2:** in and around Orick, Trinidad, McKinleyville, and Blue Lake – An Alternate to fill the remaining two (2) years of the three (3) year term.
- ❖ **Area 4:** in and around Hoopa and Willow Creek – An Alternate to fill the remaining two (2) years of the three (3) year term.
- ❖ **Area 5:** in and around Weitchpec, Johnsons, and Orleans – A Primary and an Alternate to fill a three (3) year term.

All interested Indian Community Members must complete the attached declaration of Candidacy form and statement and return it to the address listed below, post-marked no later than April 19, 2024.

For more information about the qualifications and eligibility of a Candidate and to pick up a packet, please call (707) 825-4121 or (707) 825-4136. You can also go to www.uihs.org, or contact the Election Committee at the following address:

UIHS Election Committee
PO Box 4238
Arcata, CA 95518

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

Elk Valley Office, Crescent City (707) 464-2919; Fax (707) 464-8218
2668

Eureka Health Center, Eureka (707) 442-0380; Fax (707) 442-0381
(707) 487-0918

"Hop'ew Puel" Health Clinic, Klamath (707) 482-2181; Fax 482-3655
Libby Nix" Health Clinic, Weitchpec (530) 625-4300; Fax (530) 625-4308

"Taa-At-Dvn" Medical Clinic, Crescent City (707) 464-2750; Fax (707) 464-

"Xaa-wan-k'wvt" Elder Nutrition Office, Smith River (707) 487-4463; Fax

"Xaa-wan-k'wvt" Health Clinic, Smith River (707) 487-0215, Fax 487-3008



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 _____

IMPORTANT: All candidates must return this form to the **Election Committee** via the address listed below.

ELECTION COMMITTEE
UNITED INDIAN HEALTH SERVICES, INC.
PO BOX 4238
ARCATA, CALIFORNIA 95518

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 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 6.1.9);
- 6.1.6.** Must not owe a Board related debt;
- 6.1.7.** Must adhere to, and at all times abide by, the Articles of Incorporation, the Bylaws, Code of Conduct, and policies of UIHS;
- 6.1.8.** Must agree to criminal background checks, including exclusion screening by the Office of Inspector General and Government Services Administration (OIG/GSA); and
- 6.1.9.** Must not have held a position as a UIHS employee at least one (1) year prior to the filing of Declaration of Candidacy pursuant to Section 6.2.

6.2. Declaration of Candidacy.

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 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.
- 6.3.2.** For each declared candidate, the Committee shall determine 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 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 following receipt of the proposed candidate's information; and
- 4) The Committee's decision in determining the eligibility of a proposed candidate shall be final.

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.



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2024 ELECTION CALENDAR OF SIGNIFICANT DATES

- ❖ **Area 1:** in and around Del Norte County – A **Primary** and an **Alternate** to fill a three (3) year term.
- ❖ **Area 2:** in and around Orick, Trinidad, McKinleyville, and Blue Lake – An **Alternate** to fill the remaining **two (2)** years of the three (3) year term.
- ❖ **Area 4:** in and around Hoopa and Willow Creek – An **Alternate** to fill the remaining **two (2)** years of the three (3) year term.
- ❖ **Area 5:** in and around Weitchpec, Johnsons, and Orleans – A **Primary** and an **Alternate** to fill a three (3) year term.

JUNE 12 GENERAL ELECTION

- February 28** Publication of General Election Notice
- February 28** Publication of Declaration of Candidacy Packets
- April 19** **Declaration of Candidacy Packets Due; Must Be Received by the Post Office by April 19**
 - **Declaration of Candidacy Packets Must be Mailed to:**
 - UIHS Elections Committee**
 - PO BOX 4238**
 - Arcata, CA 95518**
- May 6** **Voter Registration Deadline**
- May 8** Publication of the List of Certified Candidates
- May 17** Vote-By-Mail Ballots are Mailed to Registered Voters
- May 17** Publication of Sample Ballots
- May 28** Last Day to Issue Replacement Ballots
- June 12** **General Election Day**
Ballots Must Be Received by the Post Office when Collected at 12:00 p.m.
 - **Election Ballots Must be Mailed to:**
 - UIHS Elections Committee**
 - PO BOX 1195**
 - Arcata, CA 95518**
- June 12** Tabulation of Ballots begins at 12:00 p.m.
- June 14** Unofficial Tabulation Notification
- June 17** **Last Day to File a Written Challenge to the Election (3 Working Days Post-Election)**
- June 25** Appeals Committee Meets to Resolve Any Filed Written Challenges (If Filed)
- June 28** Certification of Election Results (If a Written Challenge Has Not Been Filed)
- June 28** New Board of Directors are Installed (If a Written Challenge Has Not Been Filed)
- July 12** Election Certification Date (If a Written Challenge was Filed)
- July 26** New Board of Directors are Installed (If a Written Challenge was Filed)