

ELECTION 2021

Nishnawbe Aski Nation

(807) 623-8228
[FAX] 807-623-7730



nan.ca



100 Back Street, Unit 200
Thunder Bay, ON P7J 1L2



REQUEST FOR PROPOSALS

HEAD ELECTORAL OFFICER

Nishnawbe Aski Nation (NAN) Chiefs-in-Assembly will be having a election to fill the positions of Grand Chief and 3 Deputy Grand Chiefs of the Executive Council. The election will be during the annual summer Keewaywin Conference. The election this year is set for August 11th, 2021. The election procedure for NAN requires that an Electoral Officer be in office at least 2 months before the election date.

This Request for Proposal is for the position of Head Electoral Officer and the responsibilities include:

To carry out the duties of the Head Electoral Officer as defined in the NAN Election Code (copies are available from Nishnawbe Aski Nation for your review and information);

The implementation of and ensuring all parties and candidates adherence to the NAN Election Code;

1. Issue the notice of the election date and location;
2. Receive and verify validity of all nominations;
3. Verify voters' list and proxies;
4. Prepare ballots;
5. Attend the Keewaywin Conference and preside over the voting process;
6. Deal with all matters relating to and arising out of the election process;
7. Count ballots, conduct recounts if necessary;
8. Announce the results of the election;
9. Investigate protests and complaints;
10. Monitor campaign spending;
11. Destroy ballots after the election;
12. Submit a written report of the election process and results to the Chiefs following the election;
13. Stay in office for two (2) weeks following the election.

Timeframe

The timeframe of work to be carried out is from June 7th to August 27th, 2021.

Requirements: *as per the NAN Election Code

The Head Electoral Officer shall be an independent, impartial person acceptable to the Chiefs Finance Committee of NAN. The Head Electoral Officer shall not be an employee of NAN, a First Nations Council, a NAN First Nation or a NAN organization.



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The Head Electoral Officer can have no direct or indirect relationship, be it professional or personal, with any candidate. In the event that the Head Electoral Officer is found to be related to any candidate, he/she shall declare an immediate conflict of interest and remove him/herself from office.

Travel Required

Due to the COVID-19 pandemic, the election may be conducted virtually. The Electoral Officer may be required to travel to the NAN Head Office in Thunder Bay, ON to facilitate the virtual meeting.

Proposal Deadline

Proposals should include expected fees and expenses.
Proposal deadline is Friday March 19, 2021 at 4:00pm EST.

Proposals will be accepted by mail, email or fax to the following address:

NISHNAWBE ASKI NATION
RFP – HEAD ELECTORAL OFFICER
100 Backstreet, Unit #200
Thunder Bay, ON P7J 1L2
Fax: (807) 623-7730
Email: ibeardy@nan.ca

No telephone calls please. Only those short-listed will be contacted.

Information Package Contact:

(NAN Election Code, Logistical Questions etc.)

Charlene Yerxa
Executive Assistant to Travis Boissoneau, CAO
NISHNAWBE ASKI NATION
100 Backstreet, Unit #200
Thunder Bay, ON P7J 1L2
E-mail: cyerxa@nan.ca



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