

# ELECTION 2024

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 vote in an election to fill the position of Grand Chief and three (3) Deputy Grand Chiefs of the NAN Executive Council during the 42nd Keewaywin Conference (August 13-15, 2024) in Constance Lake First Nation. The election will be held on the second day of the Conference, August 14, 2024. NAN's election procedures require that a Head Electoral Officer be in office 90 days before the date of the election.

This Request For Proposals is for the position of Head Electoral Officer. The Head Electoral Officer is responsible for carrying out the duties defined in the NAN Election Procedures (copy available from Nishnawbe Aski Nation for review and information). The Head Electoral Officer is responsible for the implementation of the NAN Election Procedures and ensuring that all parties adhere to the NAN Election Procedures. Specific duties include:

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 election process.
6. Deal with all matters relating to and arising from the election process.
7. Count ballots, conduct recounts if necessary.
8. Announce the results of the election.
9. Investigate any protests or 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. Remain in office for two (2) weeks following the election.

#### Timeframe

The timeframe of this contract will be from May 14 to August 29, 2024.

#### Requirements

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



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The Head Electoral Officer can not have a 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**

The Electoral Officer will be required to travel to Constance Lake First Nation to attend the Keewaywin Conference. The Head Electoral Officer may be required to travel to the NAN Head Office in Thunder Bay, Ontario.

## **Proposal Deadline**

Proposals should include all anticipated fees and expenses.  
Proposal deadline is April 11, 2024 at 4:00 p.m. 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](mailto:ibeardy@nan.ca)

## **Information Package Contact**

(NAN Election Procedures, logistical questions etc.)

Charlene Yerxa  
Executive Assistant to the CAO  
Nishnawbe Aski Nation  
100 Backstreet, Unit #200  
Thunder Bay, ON P7J 1L2  
E-mail: [cyerxa@nan.ca](mailto:cyerxa@nan.ca)

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



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