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Lac La Ronge Indian Band

Request for Proposals: Chief Electoral Officer 2020 Lac La Ronge Indian Band Elections

Lac La Ronge Indian Band (LLRIB) requires the services of a Chief Electoral Officer for the upcoming 2020 Election of Chief and Council. Every three (3) years Lac La Ronge Indian Band (LLRIB) members elect a Chief and twelve (12) Band Councillors. The Elections are held in the following ten (10) communities:

La Ronge
Sucker River
Prince Albert
Pinehouse

Stanley Mission
Hall Lake
Saskatoon

Grandmother's Bay
Little Red River
Brabant

Start Date will be January 20, 2020.

The **criteria** for the Chief Electoral Officer is as follows:

- Experience as an Electoral Officer;
- Must be independent, impartial, honest and organized;
- Must not have any vested interest in the outcome of the election;
- Cannot be a member of the Lac La Ronge Indian Band;
- Cannot be an employee of Lac La Ronge Indian Band; and
- Cannot have any direct or indirect relationship, personal or professional, with any of the candidates.

Some of the **duties** of the Chief Electoral Officer include:

- Working directly with the LLRIB Election Tribunal.
- Establish an Election file for Election 2020.
- Appointment of Deputy Electoral Officers, in consultation with the Election Tribunal.
- Direct and provide training for the Deputy Electoral Officers in accordance with the LLRIB Election Act.
- Direct and oversee the 2020 Lac La Ronge Election process in accordance with the LLRIB Election Act.
- Issue the notice of the election date and locations.

- Receive and verify validity of all nominations.
- Verify voters' list and proxies and prepare ballots.
- Investigate any protests and complaints.
- Organize the Elections and preside over the voting process.
- Deal with all matters relating to and arising from the election process.
- Count ballots, conduct recounts if necessary and announce the results of the election, and destroy ballots after the election, as per policy.
- Submit a written report of the election process and results to the Chief and the Election Tribunal, following the election and remain in office for four weeks following the election.
- Other relevant duties to implement the Election Act.

Anyone interested in the Chief Electoral Officer position is required to submit a proposal which includes the following:

- A detailed budget for serving as an Electoral Officer, including all fees and expenses.
- A statement of resources and information that the applicant will require from the Lac La Ronge Indian Band.

Completed Proposals must be submitted to:

Election Tribunal Attention: Gladys Christiansen
P.O. Box 480
La Ronge, Sask.
S0J 1L0

Email: gchristiansen@ltrib.ca

Fax #: (306) 425-3578

Only those short-listed will be contacted.

Deadline for proposals: January 6, 2020

Only those proposals received by the deadline date will be considered.