



BEARDY'S & OKEMASIS BAND #96 & #97

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Request for Proposals *Beardy's & Okemasis First Nation*

"CHIEF ELECTORAL OFFICER/ REFERENDUM OFFICER"

Timeline:

Bid opens: Monday January 18, 2017 @ 4:00 p.m
Bid closes: Monday February 01, 2017 @ 4:00 p.m.

Scope of Work:

Beardy's & Okemasis First Nation requires the services of a Chief Electoral Officer for the upcoming 2017 Election of Chief and Council. The Chief Electoral Officer will be responsible for coordinating the Election of Chief and Council in accordance with the *Beardy's and Okemasis' Cree Nation Election Act*. In addition, the officer will facilitate a referendum vote, alongside the Election, on the DRAFT *Beardy's and Okemasis' Cree Nation Constitution, Beardy's and Okemasis' Cree Nation Executive Act* and *Beardy's and Okemasis' Cree Nation Financial Management Act*. Please see the attached appendix for key provisions from our *Election Act* and proposed *Constitution*.

Submission Requirements:

- Resume
- References (x2)
- Budget

Submit Proposal to:
Jaye Cameron, Director of Operations
Beardy's & Okemasis First Nation
P.O Box 340 Duck Lake, SK S0K1J0
Phone: 306.467.4523
Fax: 306.467.4404
Email: jcameron@beardysband.com

Evaluation:

- Proposal evaluations will be done in accordance with the Beardy's & Okemasis First Nation Procurement Policy.
- Selection will be based on best value. Best value refers to the optimal combination of experience, knowledge, expertise, geographic location, performance, quality, time and cost.

Awarding of Contract:

- The contract will be awarded February 6, 2017.
- The successful applicant must be available to attend an orientation meeting at 10:00am on Friday February 9 2017.

Information to Bidders

- The Nation will pay 75% of the cost upon awarding of contract and will retain the remaining 25% until all duties have been fulfilled.

Reservation of Rights:

- Beardy's & Okemasis First Nation reserves the following rights, to be exercised in its sole, absolute and unfettered discretion;
 - to delete, revise, modify or amend any part of this RFP;
 - to cancel, terminate or suspend this RFP at any time and for any reason;
 - to re-issue this RFP at any time and for any reason;
 - to seek clarification of the contents of any response;
 - to choose any or none of the proposals submitted.

APPENDIX A:

ELECTION ACT

This section is only intended to summarize the responsibilities set out within the *Election Act*. It has been prepared for ease of reference only; the provisions contained in the *Election Act* shall be strictly adhere to:

7. Procedures

Procedures governing an Election shall be:

- a) Not less than thirty (30) calendar days in advance of the expiry of the term of office, the Chief and Council will:
 - i. Appoint a Chief Electoral Officer, Deputy Electoral Officer, and Polling Clerks(s).
 - ii. Set the date of the Election.
 - iii. Set the date of the nomination meeting, which will be held seven (7) days prior to the election.
 - iv. Appoint individuals to the Election Appeal Board.

8. Chief Electoral Officers Responsibilities

The duties of the Chief Electoral Officer, assisted by the Deputy Officer shall be:

- a) The posting of notices and distribution of all election information pursuant to this act.
- b) The Chief Electoral Officer shall prepare and post the voter's list 10 days prior to the nomination meeting.
- c) To preside as Chairperson at the nomination meeting.
- d) To arrange for the facilities to conduct a nomination meeting and call to order nomination meeting, and accept any motions, and to conduct the election.
- e) To make all arrangements for the ballots, the ballot box, and polling stations and advance polls as designated.
- f) To preside on the day of the election.
- g) To ensure all ballot boxes are initially empty and are scrutinized throughout the entire period of voting.
- h) There shall be a ballot prepared listing all candidates running for the position of Chief and a separate ballot listing all Candidates running for the position of Councillor. Names shall be by alphabetical order, surname first. The Candidates(s) shall agree to use of a Nickname in brackets following the given names of the Candidate(s). There shall be a separate ballot box for the "Chief" and a separate ballot box for the "Councillors".
- i) The Chief Electoral Officer and their deputies shall maintain order at all times in the polling station(s) and may cause to be removed any person(s) who in any way interferes disrupts or attempts to influence the orderly conduct of the poll as to the provisions of this act.
- j) To examine the validity of all ballots cast.
- k) To supervise the counting of ballots and announce the official results.
- l) In case of a tie, the Chief Electoral Officer shall break the tie by methods stated in section 12 (d) of this act.
- m) To post the results and distribute information regarding the election as required; and;

- n) In the event the Chief Electoral Officer is unable to perform all duties, they shall become the responsibility of the Deputy Electoral Officer who otherwise shall act as an assistant to the Chief Electoral Officer.
- o) The Chief Electoral Officer or deputy shall obtain sufficient ballot boxes, a sufficient number of ballot paper for the purpose of the election, instruments, meaning pencils, for marking, a sufficient number of directions-for-voting as may be required and all other equipment as necessary to establish and equip the voting locations.
- p) The Chief Electoral Officer or deputy shall construct or erect polling booths at the locations set out in the notice, and the polling booths shall be such that the privacy of the voters is maintained.
- q) The Chief Electoral Officer or deputy shall, where necessary and when requested, appoint an interpreter, who will be a member of the Band, for those voters who are unable to read or are unable due to blindness or other physical disability. To assist the Elector to vote in the manner prescribed by Section 11.

CONSTITUTION

This section is only intended to summarize the responsibilities set out within the proposed *Beardy's & Okemasis' Cree Nation Constitution*. It has been prepared for ease of reference only and care should always be taken to refer to the actual terms of the *Act*.

PART VII - LAW MAKING PROCESS

Article 11 – Introducing New Legislation

11.1 The passage of new laws shall occur on the following basis:

- g) Official passage of a new law is made through a Members Assembly duly convened for the purpose of ratifying the law **or a referendum may be called to ratify and vote on the proposed law.**
- h) 50% plus one (1) or more of all electors vote in favor of the law. In the event that the number of voters that turn out is not sufficient to meet the threshold of then a second or subsequent ratification meeting or referendum shall be called on a 30-day notification basis. At the second meeting or referendum, a law may be ratified by 50% plus one (1) or more of those electors.
- i) **A referendum can be held separately or in conjunction with the electoral process as a plebiscite question accompanying the electoral ballot.**