## **ELECTORAL OFFICER** **FOR THE BY-ELECTION OF TWO (2) COUNCILLORS**

### **Introduction**

Nak’azdli Whut’en Chief and Council are requesting proposals for the services of an Electoral Officer to oversee the upcoming by-election for **two (2)** Council seats in accordance with the **Nak’azdli Whut’en Custom Election Code 2019.**

### **Scope Of Work**

The successful proponent will:

* Issue a call for by-election a minimum of **45 days before election day,** per Section 3.1(e).
* Develop and manage the **pre-election timeline,** ensuring adherence to all Code-mandated procedures, adjusting timelines as appropriate for a by-election.
* **Organize and supervise all stages** of the election process, including:
  + Nomination meeting and public notice process.
  + Verification of candidate eligibility.
  + Voter registration and maintenance of the Voter List.
  + Coordination and training of polling staff and volunteers.
  + Management of polling stations in **Fort St. James, Prince George, and Vancouver, BC.**
  + Distribution of 975 **mail-in ballots** to off-reserve members and secure ballot tracking.
  + Maintenance of **privacy and integrity** of all votes cast (mail-in, advance, and in-person).
  + Setup and supervision of polling stations from **8:00 a.m. to 8:00 p.m. PST** on Election Day.
  + Supervised **vote tabulation** and public declaration of results.
  + Documentation and secure storage of all election materials for one year or until legal matters are resolved.
  + Collaboration with the **Election Appeal Board,** if appointed.
  + Production and submission of an **Electoral Officer Certificate** upon completion.
* Ensure **compliance with the Oath of Electoral Officer & Assistants** as required by the Code.
* Maintain clear and open communication with Nak’azdli Whut’en throughout the process.

### **Proposal Submission Instructions**

* Proposals must be **received by noon PST on Tuesday, April 15, 2025**.
* Sealed proposals must clearly indicate:  
  **“RFP for Electoral Officer”** and include the name of the proponent.
* Late submissions will be returned unopened.
* Proposals submitted via fax or email will **not** be accepted.
* Proposals should include:

### **Required Proposal Contents**

1. **Executive Summary**
   * Description of proponent’s company or personal background
   * Overview of contents and any exceptions to requirements
2. **Qualifications**
   * Proven experience as an Electoral Officer or in a related role
   * Familiarity with **First Nations election processes**
   * Strong organizational, communication, and conflict resolution skills
   * Understanding of relevant electoral laws and regulations
3. **Project Team (if applicable)**
   * Team composition, roles, and experience
   * Specific experience with **Nak’azdli Whut’en or other First Nations elections**
4. **Declaration & Warranty**
   * Commitment to abide by the **Nak’azdli Whut’en Custom Election Code 2019**
5. **References**
   * Contact information for **three (3)** recent clients who have used the proponent’s electoral services
6. **Cost Breakdown**
   * Detailed pricing including administration, travel, materials, printing, translation, and other costs
   * Total project cost must be stated in **Canadian Dollars** and be **fixed price**
7. **Consultation Fee Estimate**
   * Daily rate and estimated time required for services

### **Contact For Clarifications**

### All questions or requests for clarification must be directed to:

**Tracey Baldwin**  
Executive Assistant to the COO  
Nak’azdli Whut’en  
Box 1329  
Fort St. James, BC V0J 1P0  
(250) 996-7171  
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