

MUSHKEGOWUK COUNCIL

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CALL FOR PROPOSALS CHIEF ELECTORAL OFFICER

Attawapiskat
First Nation

The Mushkegowuk Council is inviting proposals from experienced, motivated individuals interested in a term contract as Chief Electoral Officer. The upcoming Elections for the positions of Grand Chief and Deputy Grand Chief are scheduled for August 30, 2011.

Kashechewan
First Nation

The duration of the contracted position will be for a period of approximately thirteen (13) weeks beginning the June 9, 2011 to the completion of the election process.

Fort Albany
First Nation

Criteria for Chief Electoral Officer Position:

The Chief Electoral Officer shall be a responsible, experienced, motivated individual and shall not be an employee of Mushkegowuk Council or any of the Mushkegowuk First Nations. He/she shall be an independent person who has no vested interest in the outcome of the Mushkegowuk Council elections.

Moose Cree
First Nation

New Post
First Nation

The Chief Electoral Officer shall be responsible for planning and conducting the Election of a Grand Chief and a Deputy Grand Chief for Mushkegowuk Council in accordance with the approved Election Procedures (*Approved Resolution No. 2007-06-09*).

Chapleau Cree
First Nation

Responsibilities shall include:

Missanabie Cree
First Nation

- Seeking, selecting and supervising Deputy Electoral Officers from each of the Mushkegowuk communities.
- Coordinate and verify a voter's list with each Mushkegowuk community's Deputy Electoral Officer.
- Coordinate the arrangements for polling stations; ensuring the location, dates and times of voting are advertised and well communicated.
- Planning, directing and coordinating the voting process as per approved Election procedures.
- Communicating and posting notices with time frames for the elections process.

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- Responsible for the preparation and ensuring availability of the required forms for nominations and ballots.
- Receive and verify all nominations by contacting all movers and seconders and making any other enquiries as deemed necessary to verify eligibility of candidates as per Election Procedures.
- Confirming the acceptance or declination of all eligible candidates nominated.
- Upon closing of the nominations, prepares and circulates a listing of all confirmed candidates running for the positions.
- Deals with all matters arising during the course of the campaign period and makes any necessary rulings as per the Elections Procedures.
- Investigates all complaints and protests that may arise.
- Conduct recounts as deemed necessary.

Costs:

Proposals are to include all costs, including service costs for Deputy Electoral Officers associated to carry out the above noted responsibilities.

Submissions:

Please submit your proposal marked "**Confidential**" to the following no later than **June 6, 2011 at 4:00 p.m.:**

**Mushkegowuk Council
P.O. Box 370
Moose Factory, ON
POL 1W0
Attention: Jean Sayers, Executive Director**

As per Elections Code (approved 2007) please include three (3) references. A copy of the Elections Code can be viewed on Mushkegowuk's website:

www.mushkegowuk.ca

If you have any questions, please contact Jean Sayers, Executive Director at (705) 658-4222 ext. 240 or send an email to jeansayers@mushkegowuk.ca.