



## RFQ – Election Officer Services

Tsawwassen First Nation (TFN) is a proud Coast Salish nation whose land base is located south of the Fraser River along the Salish Sea. We are a self-governing modern treaty First Nation under the terms of a Final Agreement that became effective in 2009 – currently there are just over 500 Tsawwassen Members, with approximately 350 Members of voting age.

TFN is seeking quotes for the services of an Election Officer for the next Tsawwassen General Election occurring on Saturday October 15<sup>th</sup> 2022. In accordance with section 68(2) of the TFN *Election Act*, the Election Officer must have the knowledge and experience to conduct an election, **cannot** be a Tsawwassen Member, and **cannot** be an employee of Tsawwassen First Nation or an employee of a Tsawwassen Institution. The duties of the Election Officer include, but are not limited to, the following:

- Receiving and confirming nominations, and vetting candidates for eligibility
- Preparing and posting a voters list
- Organizing nomination and all-candidates meetings
- Preparing, distributing and receiving mail-in ballots
- Managing in-person voting and counting of ballots
- Preparing a report on election results
- Compiling and delivering an election manual upon completion of the election

TFN's *Election Act* and Regulations are available to view on our website [Laws - Tsawwassen First Nation](#)

Interested candidates should submit a proposal via email to Jennifer Jansen, Acting Manager of Government Services ([jjansen@tsawwassenfirstnation.com](mailto:jjansen@tsawwassenfirstnation.com)), **no later than 4:30 pm on Wednesday June 15<sup>th</sup> 2022**. Please include your previous relevant experience, a complete list of anticipated fees and expenses, and a minimum of 2 references. Questions can be directed to Jennifer Jansen via email or by phone at (604) 880-1495.