



**Lytton First Nation  
951 Main St.  
Lytton, BC V0K 1Z0  
Tel. (250) 455-2304 Fax. (250) 455-2291**

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**Contract Description for Chief Electoral Officer  
for the  
*Lytton First Nation Custom Community Election Law*  
Referendum Vote on May 17, 2018**

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**BACKGROUND**

The Lytton First Nation (the "LFN") Chief and Council wish to contract and remunerate an Electoral Officer for an upcoming referendum respecting the proposal of a custom community election code for the LFN entitled the *Lytton First Nation Custom Community Election Law*. The Electoral Officer will be given the full authority to carry out the referendum process. The duties and responsibilities of the Electoral Officer are to:

- a) ensure fairness, impartiality and compliance with the election law;
- b) prepare and distribute Mail-in Voting packages;
- c) post Referendum Notice;
- d) ensure eligibility of the Voters;
- e) initial the back of each ballot before giving it to the Voter;
- f) ensure that the Voting is being done by secret ballot;
- g) be in attendance of the Referendum at the time and place as is set out in the Notice of Referendum, the location will be at Lytton's Memorial Hall;
- h) count the ballots received from membership;

- i) following the announcement, post in some conspicuous place a statement signed by him/her the number of YES/NO votes cast for each question or through local media and or posters, etc.;
- j) maintain order at all times and may cause to remove any person(s) who in anyway interferes, disrupts or attempts to influence the orderly conduct of the poll;
- k) obtain the eligible voters list for each Member; and
- l) be available to membership if they require assistance. Indicate on all documentation, a telephone number where you can be reached.

## **CONTRACTING SERVICES**

The eligible candidate must:

- ✓ work closely with Chief and Council from Mid February 2018 to Mid May 2018 to ensure all preparation for the referendum is completed in accordance with set timelines;
- ✓ be available to attend the Referendum on May 17, 2018 ;
- ✓ successfully have completed a training program that is approved by the Minister on the responsibilities of an Electoral Officer; and
- ✓ be available following the Referendum to count the votes.

## **WHERE DO I APPLY OR GET MORE INFORMATION?**

Please contact our Human Resource Manager if you have any questions or wish to be considered for this contracting position:

**Roy Spinks – Lytton First Nation**

PHONE: (250)-455-2304 Ext. 211

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**DEADLINE FOR SUBMISSIONS: Tuesday, February 13, 2018**