



Council of Yukon First Nations

2166-2nd Avenue
Whitehorse, YT Y1A 4P1
867-393-9200
cyfn.ca

Scope of Work – Chief Returning Officer

The Chief Returning Officer is responsible for:

- Preparing, posting and announcing notice of the election, including the placement of notices in the local media and the provision of notices directly to the Yukon First Nations;
- Preparing and distributing a call-out for nominations for the office of the Grand Chief;
- Preparing and distributing the candidacy forms;
- Receiving nominations of candidates for the office of the Grand Chief;
- Determining the eligibility of candidates, in accordance with these Election Rules, for the office of Grand Chief;
- Announcing the list of candidates to the public and media after the Close of Nominations. (May 27, 2022)
- Compiling the Voters List; (immediately before the commencement of the voting process - June 24, 2022)
- Preparing the voting place;
- Preparing the necessary ballot forms;
- Making all administrative arrangements in connection with the election;
- Supervising the count of the ballots;
- Ruling on spoiled ballots and make determinations with respect to other matters related to the election process;
- Declaring the results of the vote;
- Destroying the ballots upon the direction of the General Assembly; and
- Generally, oversee and supervise the conduct of the election and take action to ensure that the election is fair and effective in a manner consistent with the Election Rules.

- Providing a final electoral report to the CYFN Executive Office

Deliverables

The following dates and deliverables must be adhered to in order to fulfill the duties of the Chief Returning Officer:

Before May 11, 2022:

- Develop candidacy form for distribution to all Yukon First Nations
- Develop an ad for inclusion in the local newspapers
- Develop a post for the CYFN Website that includes downloadable PDF versions of the Roles and Responsibilities of the Grand Chief, CYFN Grand Chief Election Rules, and the candidacy form
- Develop a post for the CYFN Facebook page that links to the CYFN Website post

By May 11, 2022:

- Post notices and call-out for nominations
- Distribute candidacy form to all Yukon First Nations

By May 27, 2022:

- Distribute a list of eligible candidates to all Yukon First Nations, the public and media, and post the list on the CYFN website and the CYFN Facebook page

By June 22, 2022:

- Template for an official voter list
- Form for official ballots
- Ballot box(es)

By June 27, 2022:

- Compile the official voter list by 6:00 p.m.
- Develop guidelines for the conduct of the All-Candidates Forum

And all other services incidental thereto.