

SELKIRK

SELKIRK FIRST NATION

Election Handbook – Candidate Guide



Selkirk First Nation



**WHAT IS EXPECTED AND WHAT
IS NEEDED IN ORDER TO RUN
FOR CHIEF OR COUNCIL**

About this book

This handbook outlines what is expected and what is needed in order to run for Chief or Council. For more details on Selkirk First Nation's (SFN) election process, refer to SFN's *Election Act* and the SFN Constitution.

Becoming a member of the SFN Council is a challenging and rewarding experience. As an elected official, you will have the opportunity to work for the future of your Citizens and your community. For more information on the responsibilities involved when you are a Council member, refer to the SFN's Handbook «*So, You Want to Run for Council?*»

As an elected official, you will have the opportunity to work for the future of your Citizens and your community.

As a member of the Council, there will be demands on your time, energy and commitment. In addition to regular meetings, you will be required to attend special meetings and various public meetings and events.

If elected as a member of SFN Council, you will be expected to serve a three-year term. Your term of office begins after you sign the Oath of Office and continues until the swearing in of the Council following the next election.

The election is carried out in accordance with the Selkirk First Nation *Election Act*.



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1.1 SFN Election Committee

The Election Committee oversees the election.

The Committee members are made up of a Principal Elder and 2 people chosen by the SFN Assembly. There are 4 alternates in case one of the Committee members can no longer do their duties (for more information on the role of the Election Committee see SFN's *Election Act*).

1.2 Qualification for Office

You are qualified to be nominated for and to hold office if you are a SFN Citizen.

TO RUN FOR CHIEF

You have to be at least 25 years old and live in the Selkirk First Nation Traditional Territory for at least 12 months in a row before the date of the election.

TO RUN FOR CLAN COUNCILLOR (WOLF OR CROW)

You have to be at least 19 years old at the time of the election.

TO RUN FOR ELDER COUNCILLOR

You have to be at least 55 years old at the time of the election.

TO RUN FOR YOUTH COUNCILLOR

You have to be at least 19 years old and not more than 25 years old at the time of the election.

To run for Council, a candidate shall be free from the following con-victions for the last 10 years immediately before the date of Election:

- Offence against a minor,
- Causing physical harm to a person or property,
- Illegal sale of alcohol or drugs or fraud,
- Bribery or breach of trust; or the subject of a continuing suspension under the *Criminal Records Act* (Canada) of a record for such a conviction.

A person who is elected to office as a member of the Council must continue to comply with the qualifications stated above while in office with the exception of the Youth Councillor who may become more than 25 years old after the date of the election.

If you wish to run in the election you will have to provide information to the Election Committee to support your qualifications when you file your acceptance to run for office. If you fail to provide information to the Committee, your nomination may be refused because the Committee will not be able to verify your qualifications. This means you will not be able to run for office.

1.3 **Verification**

The Election Committee will make sure that you have the qualifications. In making its determination, the Committee can look at Selkirk First Nation records to make sure the information you provided is right. The Committee bases its decision on facts not gossip or the personal knowledge of a Committee member.

When the Committee has made its decision, they will inform you and the Chief Returning Officer.

If you are the only candidate running for a certain position in office (Chief, Crow or Wolf Councillor, Elder or Youth Councillor) and you meet the qualifications, then you will be declared by the Chief Returning Officer as the elected candidate, on the date of the election, by acclamation.

1.4 **Criminal Record**

Everyone who is elected to the SFN Council will undergo a criminal record check. Get yours done as soon as possible because it can take a long time to get the results.

YOU WILL NEED TO:

- Provide consent and co-operate for such a check to be completed.
- Consent to have the results delivered directly to the Election Committee; or
- Provide the Election Committee with proof of your criminal record (or the absence of one) which was done not more than 60 days prior to the election.

The Election Committee will keep all results confidential. If you don't consent or co-operate with the Committee for this important piece of information, the Committee may decide that you are not qualified to be a candidate or are unable to hold office and a by-election will be called.

1.5 Other Determinations

Any Selkirk First Nation Citizen of voting age (a voter) may question your qualifications and tell the Election Committee that they believe you're not qualified. These claims have to be made in writing to the Committee with good reasons.

If the Committee believes the claim is reasonable, they will make inquiries and will talk to you as well before they make a decision. If they find that you do not meet the qualifications to run for office, they will advise you that you cannot run for office.

1.6 Nominations

IMPORTANT: Please pay close attention to this section

You can be nominated to be a candidate by filing a nomination form with the Chief Returning Officer no later than 4 p.m. on the date set by the Election Committee for the close of nominations. You can pick up a nomination form at the SFN office.

What You Will Need For Your Nomination

RUNNING FOR CHIEF: Your nomination form will have at least 30 original signatures of Selkirk Citizens entitled to vote in the election.

RUNNING FOR WOLF, CROW, ELDER OR YOUTH COUNCILLOR: Your nomination form will have at least 20 original signatures of Selkirk Citizens entitled to vote in the election.

A voter can only nominate one person for each seat of office to be filled (each of the 2 Wolf Clan Councillor and the 2 Crow Clan Councillor seats being a distinct seat of office). This means a voter can only sign one nomination form for Chief, Elder, Youth and only two for Crow and two for Wolf.

The Election Committee may verify any signature appearing on a nomination form to make sure it meets the requirements of the nominations.

Other Nomination Criteria

Other requirements are:

- Only one person can be nominated for election on each nomination paper.
- Candidates cannot nominate themselves.
- The responsibility to file a correct nomination paper is on the person nominated.

- A person nominated for both Chief and Councillor has to choose one position. No person can run for both Chief and Councillor (Crow, Wolf, Elder or Youth).

1.7 Affirmation of Candidacy

You could be nominated for more than one office however you can only run for one office. You will have to decide which one before you accept the nomination.

If you accept the nomination, you must file with the Chief Returning Officer at Selkirk's administration office by or before 4.00 p.m. on the third day after the close of nominations. You can do this by hand, facsimile or PDF electronic transmission, your signed affirmation informs the Chief Returning Officer that you:

- accept that nomination,
- will fill the office if elected, and
- have or will have as of the election date the applicable qualifications for that office.

If you don't file the affirmation described above by the appropriate time, you won't be a candidate in the election.

Part 2: During the Election

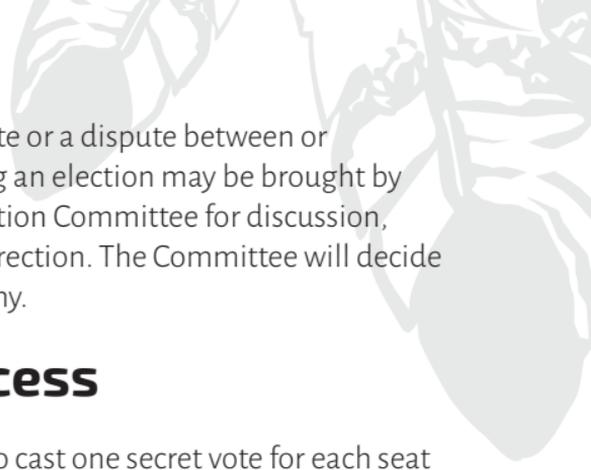
2.1 Form of Candidate's Name on Ballot

The ballot for all seats will contain, in alphabetical order of surnames, the names and positions (Chief, Wolf or Crow Councillor, etc.) of all the candidates.

In order to ensure that the ballots are printed correctly, candidates are required to complete the candidate's acceptance form correctly.

2.2 Dispute Resolution

If during an election, a voter has a concern about the conduct or process of the election, they may bring that concern to the Election Committee for discussion. The Committee will decide which steps to take if any.



Any dispute by a candidate or a dispute between or among candidates during an election may be brought by any candidate to the Election Committee for discussion, mediation, decision or direction. The Committee will decide on what steps to take if any.

2.3 Election Process

Each voter has the right to cast one secret vote for each seat on Council. Even if you are running for office, you can vote.

The Council is chosen by a general election usually held on the first Wednesday in April every 3 years.

If a vacancy occurs in the Council before October 1st of the calendar year before the next general election date, the Senior Official will notify the Election Committee in writing of the need for a by-election. The Senior Official then has to notify the Election Committee within 14 days for the need of a by-election. The procedure for a by-election follows the same schedule as an election (with some exceptions, see by-election section).

2.4 Election Call

The Election Committee calls the election and announces:

- (a) the date of the election and advance poll;
- (b) the call for candidates and offices to be filled;
- (c) the date and location for the close of nominations; and
- (d) the date and location for one or more all-candidates meetings.

The Chief Returning Officer will provide each candidate with a copy of the voters list.

2.5 Schedule General Election

- (a) Nominations close no more than 10 days after the election is called;
- (b) All-candidates meeting will be held within 21 days before the election date; and
- (c) the advance poll shall be at least 7 and no more than 14 days before the election date.

The Election Committee may postpone the date of the

election, the close of nominations or an all-candidates meeting because of weather, the passing away of a Citizen or other special circumstances beyond the Election Committee's control. If the Election Committee postpones one of these events, they will announce the event's new date within 72 hours.

2.6 All-Candidates Meeting

There will be one or more all-candidates meetings called and run by the Election Committee in both Pelly Crossing and Whitehorse. At an all-candidates meeting, each candidate is given equal time to speak to the Citizens attending the meeting and to answer any questions asked by the Citizens. The intention of an all-candidates meeting is to allow each candidate to speak on topics that they think are important. Also, all-candidates meetings give the opportunity to know the candidates and ask questions that are important to them.

You should make every effort to attend the all-candidates meeting and make sure you are prepared to answer questions. Your participation shows Citizens that you are serious about running for Council and are prepared to hear what matters to them.

Part 3: Post-Election

Election Results

3.1 The Chief Returning Officer certifies in writing the results of the vote.

The Election Committee will announce in Pelly Crossing and on the Selkirk First Nation website as soon as possible after closing of the polls the unofficial results of the election and the unofficial vote total for each candidate for each office.

At noon on the day after the election, the Election Committee with the Chief Returning Officer will hold a public meeting in Pelly Crossing to answer any questions about the election. At that time, any candidate may request a recount of the vote for the office that they were a running for. The request for a recount has to be delivered in writing to the Election Committee at that meeting.

If no recount of the vote for the office is requested at the meeting, the Election Committee will declare the candidates as elected:

- (a) The candidate for Chief who received the highest number of votes.
- (b) The 2 Crow candidates and the 2 Wolf candidates, who, respectively, received the highest and second highest number of votes.
- (c) The Elder who received the highest number of votes.
- (d) The Youth who received the highest number of votes.

The Election Committee shall then announce the date at which the candidates elected will provide their respective oaths of office.

3.2 Requested Recount

If a recount is requested at the election results meeting, the Election Committee will direct the Chief Returning Officer to conduct a recount of the vote for that office to be completed in Pelly Crossing that day.

Any recount of ballots must be carried out in the presence of the Election Committee and may be attended by any candidate (or their designated representative) for the office for which the recount is made.

3.3 Run-off Election

If there is a tie between two candidates for the office for which the recount was conducted:

- The Election Committee will call a run-off election for that office. The run-off election will be held on a day fixed by the Election Committee.
- Only those candidates who tied may be candidates in the run-off election.
- The procedures for the run-off election will follow the directions in the SFN *Election Act*. However, a nomination meeting and an all-candidates meeting will not be held.

The need for a recount or run-off election for a particular office will not delay the swearing in of the other elected candidates

Taking Office

Each candidate who is elected will swear or affirm their oath of office in writing, signed in front of a person competent to receive their oath, in a public Northern Tutchone ceremony called and run by the Election Committee. The ceremony will be held within 7 days after the date of the election.

Each elected candidate will provide their signed oath of office and then will assume their office. The outgoing Council and the incoming Council will co-operate in the transition and conduct a debrief from the outgoing Council to the incoming Council.

Each member of the Council in office on the day immediately before the date of an election shall remain in office with all their duties, powers and responsibilities until their respective successor assumes their office.

The term of office of a person elected by way of a by-election will expire at the same time as the term of office of the Council.

Code of Conduct

Citizens of Selkirk First Nation expect high standards of conduct from all government officials. The quality of the SFN's public administration and governance, as well as its reputation and integrity, depend on the highest standards of conduct from its elected representatives. Anyone elected to SFN Council is encouraged to learn about the Traditional Law and Doòli and follow the four (4) major principles of Respect, Sharing, Caring and Teaching.

For more information on the roles and responsibilities of the Chief and Council, see SFN's publication "So, you Want to Run for Council?". The booklet also presents information on the demands and expectations of being a Council member.



Checklist

When running for office you will need to:

- Submit your nomination form to the Chief Returning Office on time;
- Submit your Affirmation of Candidacy to the Chief Returning Officer on time;
- Submit proof to the Election Committee of your criminal record (or the absence of one) or provide consent and cooperate for a criminal record check to be completed;
- Attend the all-candidates meetings in Pelly Crossing;
- Attend the all-candidates meeting in Whitehorse; and
- Vote on the day of the election.

More Information

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