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CHIEF ELECTORAL OFFICER

LEGISLATIVE



ASSEMBLY

ALBERTA

I. PURPOSE

Under the Election Act, the Chief Electoral Officer is responsible to:

- manage the conduct of provincial elections
- maintain and update election procedures and information requirements
- direct the updating of the list of electors.

Under the Election Finances and Contributions Disclosure Act, the Chief Electoral Officer is responsible to:

- ensure the public disclosure of the amount of contributions and expenditures of all political parties, constituency associations and candidates
- ensure the limits imposed on individual contributions are adhered to
- ensure the disclosure of the identity of major contributors
- register political parties (eight parties at present)
- register constituency associations (approximately 300 at present).

Under the Electoral Boundaries Commission Act, the Chief Electoral Officer, as a member of the Commission, is involved in:

- reviewing the current electoral boundaries according to part 2 of the Act, changes to which would require amendment to the Electoral Divisions Act.

II. RELATIONSHIP TO THE LEGISLATIVE ASSEMBLY

The Chief Electoral Officer is an Officer of the Legislature. Communication with the Legislative Assembly occurs through the Select Standing Committee on Legislative Offices which was established in 1978 with responsibility for reviewing the operation of the Offices of the Ombudsman, the Auditor General and the Chief Electoral Officer.

The Select Standing Committee is comprised of members appointed from all parties in the Assembly. The Committee reviews the annual budget estimates, the reports issued by the Chief Electoral Officer, the operation of the Chief Electoral Officer's office and the salary paid to the Chief Electoral Officer. Should questions be raised regarding any of these matters, including issues raised on the Chief Electoral Officer's Annual Reports, the Chairman of the Select Standing Committee is in a position to advise the elected members. The Chief Electoral Officer meets with the Select Standing Committee during the year, as is necessary.

III. KEY RESPONSIBILITIES

A. Pursuant to the Election Act

1. Manages the conduct of provincial elections to provide for the election of members to the Legislative Assembly by:
 - ensuring that Returning Officers, Enumerators, and other election officials adhere to the requirements and schedules of the Election Act and act against non-performance of duties or violation of requirements of the Act
 - providing direction to Returning Officers and ensuring they are up to date in their understanding of the legislation and of election and enumeration practices and procedures
 - providing to Returning Officers and ensuring the return of documents and election materials essential to the conduct of an election, i.e. provides a writ of election, forms, materials, ballot boxes, ballot paper and lists of electors and ensures the return of these items
 - maintaining lists of electors through an enumeration in the second year following each election and in each succeeding year
 - arranging for the publication of a list of elected representatives
 - arranging for payment of compensation in respect of services and expenses of Returning Officers and others employed during elections
2. Reviews and modifies election practices and procedures in order to effect increased economy, efficiency and service to electors and candidates by initiating the investigation and study of existing practices and procedures.

B. Pursuant to the Election Finances and Contributions Disclosure Act

1. Maintains the administrative mechanisms essential in carrying out the requirements of the Act by:
 - ensuring appropriate staffing of the organization
 - developing and obtaining approval of the annual budget
 - maintaining and upgrading the methods, procedures and forms of the organization.

2. Oversees the registration of political parties, constituency associations and candidates at election by:
 - deciding on their eligibility for registration
 - maintaining these registers
 - cancelling registration.
3. Oversees the financial contributions accepted by political parties, constituency associations and candidates by:
 - maintaining a depository of record for all financial contributions
 - ensuring that all appropriate documents and records are filed with the Chief Electoral Officer
 - maintaining public records pursuant to the Act.
4. Ensures that political parties, constituency associations and candidates record and report all loans and terms thereof.
5. Audits financial affairs and records of political parties, constituency associations and candidates by:
 - ensuring financial statements are received as required by the Act
 - maintaining liaison with Chief Financial Officers
 - examining financial statements
 - conducting investigations as required
 - carrying out action against non-compliance.
6. Initiates prosecutions and requires the payment of financial penalties further to contravention of the Act.
7. Prepares a yearly report of his/her functions under the Act to be submitted to the Legislative Assembly.

NOTE

The Chief Electoral Officer has all the powers of a Commissioner under the Public Inquiries Act. The Chief Electoral Officer or his representative has the power to enter the premises in which books or documents of a political party, constituency association or candidate relevant to the subject matter of the inquiry are kept and may examine or make copies of books or documents or remove them temporarily for the purpose of making copies.

The Chief Electoral Officer may request any information relevant to a particular investigation from any political party, constituency association or candidate.

C. Pursuant to the Electoral Boundaries Commission Act

The Chief Electoral Officer is a member of the Commission which makes proposals to the Legislative Assembly as to the area, boundaries and names of Electoral Divisions of Alberta in accordance with the rules set out in Part 2 of the Act.

D. Additional Responsibilities

Pursuant to his/her responsibilities under both Acts, the Chief Electoral Officer maintains a public relations program to ensure political parties and the public are aware of the important aspects of the legislation by:

- producing and distributing information and educational materials
- answering inquiries from all sources
- maintaining liaison with political parties, their agents and other interested groups and individuals.

IV. ORGANIZATION

The Chief Electoral Officer directs two groups, each with a different reporting relationship as defined under the two Acts.

- (a) Employees or direct staff are appointed pursuant to the Public Service Act and the Chief Electoral Officer has the powers and authority of a department head. In this group, the Chief Electoral Officer supervises the Administrative Officer, the Deputy Chief Electoral Officer and through this position, the Director, Registrations and Financial Operations and the Director, Election Operations and their staff (see attached organization chart).
- (b) Returning Officers and those reporting to Returning Officers, that is, Enumerators and other Election Officers, are appointed pursuant to the Election Act. Returning Officers are appointed by Order in Council, whereas Enumerators and other election officials are appointed by the Returning Officer.

The relationship between the Returning Officer and the Chief Electoral Officer is of critical importance. The Returning Officer's authority and responsibilities are outlined in the Election Act. In effect, the Returning Officer manages the conduct of the election in an Electoral Division. Implicit in the legislation is the authority of the Chief Electoral Officer who directs the Returning Officers and answers to the Legislature.

V. FINANCIAL AND HUMAN RESOURCE MANAGEMENT

The Chief Electoral Officer manages a total permanent staff of seven with a 1985/86 operating budget of \$4.3 million. During elections and enumerations, the Chief Electoral Officer oversees a significant number of staff through Returning Officers (over 8,000 during enumerations and over 9,000 during elections).

VI. COMMITTEES/LIAISON

The Chief Electoral Officer participates in a number of committees and maintains liaison with a number of groups including:

A. Committees/Conferences:

1. Ad Hoc Committee on Electoral Activities

The Chief Electoral Officer meets on an informal basis with a committee composed of two representatives from each registered party for the purposes of reviewing the electoral and enumeration processes.

2. Conference of Canadian Election Officers and Election Finance Officers

The Chief Electoral Officer meets on an annual basis with electoral officers from the other provinces and territories, the Federal Government and the United States Government.

3. Council on Governmental Ethics Laws - U.S.A.

The Chief Electoral Officer participates annually in an Ethics Conference which studies issues related to ethics in elections.

B. Liaison

The Chief Electoral Officer maintains liaison with registered political parties through the official(s) designated by each party leader.

He/she also maintains ongoing liaison with electoral officials in provincial and federal jurisdictions which includes observation of enumeration and electoral processes.

VII. ISSUES

1. The Chief Electoral Officer will be initiating the annual enumeration process in September, 1985.
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2. The Chief Electoral Officer would be required to oversee the implementation of revised electoral boundaries should the recommendation of the Electoral Boundaries Commission be enacted in legislation.
3. The Chief Electoral Officer will be required to manage a provincial election prior to November 24, 1987.

VIII. TERM OF OFFICE

The Chief Electoral Officer is subject to reappointment by the Legislature. The appointment expires 12 months after polling day for a general election unless he/she is reappointed prior to that date by a Special Committee of the Assembly.

IX. THE PERSON

A. Education

No particular academic background is preferred.

B. Technical

A combination of the candidate's education and experience will have resulted in obtaining, to the greatest extent possible, the following skills:

1. Managerial

- skill in directing professional staff
- skills in general management
- ability to maintain senior level contacts
- ability to work with voluntary organizations and individual volunteers
- experience in dealing with the media.

2. Administrative

- knowledge of administrative systems and records management
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3. Financial

- knowledge of financial statements
- knowledge of financial administrative systems
- knowledge of financial practices and procedures
- knowledge of auditing techniques

4. Legal

- ability to interpret legislation
- knowledge of and ability to exercise judicial powers
- ability to conduct an inquiry

5. Political

- knowledge of fund raising systems and practices
- knowledge of the functioning of a provincial political system

C. Managerial Dimensions

As a skilled manager, candidates will possess, to the greatest extent possible, the qualities listed below:

Communication Skills

1. Speaking Ability
2. Listening Ability
3. Writing Ability

Decision Making Skills

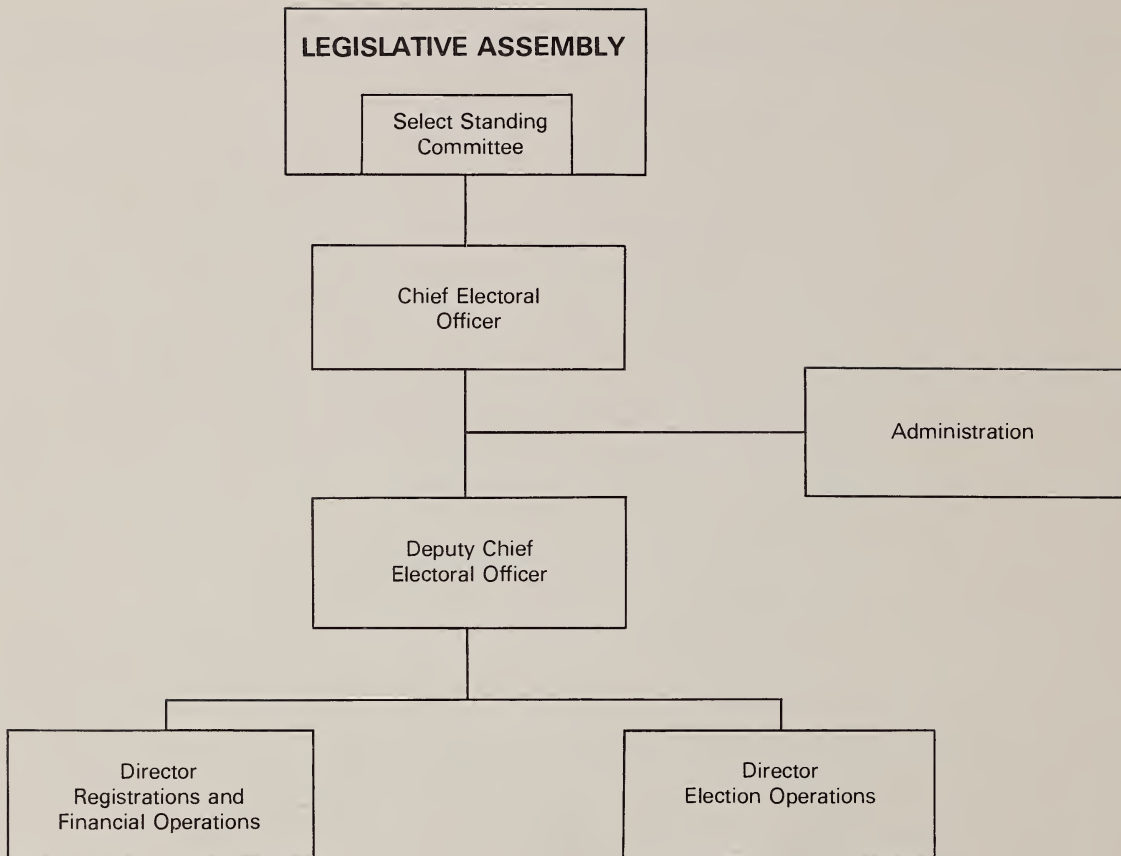
4. Ability to Analyse - Situations
 5. Ability to Analyse - Information
 6. Judgement
 7. Decisiveness
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Administrative Skills

8. Ability to Plan and Organize
9. Ability to Delegate
10. Ability to Control

Leadership/Personal Skills

11. Leadership
 12. Flexibility
 13. Interpersonal Sensitivity
 14. Negotiation
 15. Initiative
 16. Tolerance to Stress
 17. Public Orientation
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Reporting to the Legislature, the Chief Electoral Officer's (CEO) responsibilities evolve from the Election Act and the Election Finances and Contributions Disclosure Act.

Under the Election Act, the CEO manages the conduct of provincial elections and oversees the annual enumeration process.

Under the Election Finances and Contributions Disclosure Act, the CEO ensures the public disclosure of the amount of contributions to and expenditures of registered parties, ensures limits on contributions are adhered to and ensures the disclosure of the identity of major contributors.

The CEO communicates with the Legislative Assembly through the Legislative Offices Committee as well as reporting annually to the Assembly. The CEO carries out his/her duties through management of a small group of professional and support staff.

The demands of this position require attributes that go beyond a specific discipline or academic preparation. It is desirable that candidates possess:

- Proven managerial and administrative skills.
- Knowledge of financial practices and procedures.
- Knowledge of Alberta and its people.
- Ability to interpret legislation.
- Ability to conduct an inquiry.
- Strong communication and interpersonal skills.
- Common sense, maturity, tact, patience, fairness, integrity and sound judgement.

Term: Subject to reappointment by the Legislature.

Salary: Dependent on qualifications and experience.

The effective date of appointment will be August 1, 1985.

Closing Date: April 26, 1985.

Please address resumes or inquiries to:

Chairman, Chief Electoral Officer Selection Committee, Room
313 Legislature Building, Edmonton, Alberta, T5K 2B6

Selection Committee

Chairman:
Dr. D.J. Carter, MLA, Calgary-Egmont
Vice Chairman:
Mr. J.E. Miller, MLA, Lloydminster

Members:
Mr. A. Hiebert, MLA, Edmonton-Gold Bar
Mr. R. Martin, MLA, Edmonton-Norwood
Mr. J. Thompson, MLA, Cardston

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