

**Conservative Party of Canada Rules and Procedures
for Delegate Selection Meetings for the
Conservative Party of Canada Convention**



As adopted by National Council, December 2010



TABLE OF CONTENTS

1. General	1
2. Definitions	1
3. Date of Delegate Selection Meeting	1
4. Notice	2
5. Returning Officer, Chair of the Delegate Selection Meeting	2
6. Membership	2
7. Delegates	4
8. Selection	5
9. Reporting	6
10. Dispute Resolution	6
11. Alteration	6
Appendix A	7
Appendix B	8
Appendix C	12
Appendix D	14



1. GENERAL

- 1.1. The following rules and procedures for Delegate Selection Meetings have been adopted by the National Council of the Conservative Party of Canada, pursuant to Articles 4.2 and 7.5.1 of the Constitution, for use by the electoral district associations of the Party.

2. DEFINITIONS

- 2.1 “Board” means the board of directors of the EDA;
- 2.2 “Chair” means the chair of the Delegate Selection Meeting;
- 2.3 “Constitution” means the Constitution of the Party;
- 2.4 “Delegate Selection Meeting” means the meeting of the members of an EDA to elect delegates for the convention of the Party pursuant to Article 7.5.1 of the Constitution;
- 2.5 “Executive Director” means the Executive Director of the Party;
- 2.6 “EDA” means an electoral district association of the Party;
- 2.7 “Party” means the Conservative Party of Canada;
- 2.8 “Political Operations” means the staff of the Director of Political Operations of the Party who work at Party Headquarters or are otherwise designated by the Director Political Operations;
- 2.9 “RO” means the Returning Officer at the Delegate Selection Meeting;
- 2.10 “Rules” means these rules and procedures.

3. DATE OF DELEGATE SELECTION MEETING

- 3.1 Delegate Selection Meetings for all Party EDAs for the convention shall be held between January 4, 2011 and March 31, 2011 inclusive.



- 3.2 The Board shall determine the date, time and location of the Delegate Selection Meeting in accordance with these Rules. Prior to setting the date, the Board shall consult with Political Operations to ensure the date is manageable within the guidelines of Appendix A.
- 3.3 The Delegate Selection Meeting shall occur no sooner than fourteen (14) days and no later than twenty-one (21) days from the notice provided for in section 4.

4. NOTICE

- 4.1 At least fourteen (14) days, but not more than twenty-one (21) days, prior to the holding of a Delegate Selection Meeting, the Board or Political Operations shall make a reasonable effort to provide to all EDA members of record, notice as to the date, time, and location of the Delegate Selection Meeting. Any one or combination of the following methods may be used to inform the members:
 - 4.1.1 Mailing or delivering a copy of such notice to the member's address of record;
 - 4.1.2 Transmitting the information of such notice by using telephonic or other electronic technology.

5. RETURNING OFFICER, CHAIR OF THE DELEGATE SELECTION MEETING

- 5.1 The President of the EDA shall act as Chair unless he or she is otherwise unable or unwilling to act, in which case the Board shall designate a Chair.
- 5.2 Political Operations will appoint the RO who shall oversee the voting process for the Delegate Selection Meeting.

6. MEMBERSHIP

- 6.1 Subject to the specific provisions provided for in these Rules, the provisions of the Membership By-law (contained in Appendix B) generally apply.
- 6.2 Pursuant to Article 4.2 of the Constitution and section 6.1 of the Membership By-law, an individual must be a member of the Party for at least twenty-one (21) days prior to the Delegate Selection Meeting in order to vote. In particular, for new members the membership application and fee must have been received at Party



- headquarters in Ottawa by 6 p.m. Eastern Time (ET) at least twenty-one (21) days prior to the Delegate Selection Meeting. Where the membership cutoff date would fall on a Saturday or Sunday, the membership application and fee must be received at the Party headquarters by 6:00 p.m. ET on the Friday prior.
- 6.3 Pursuant to section 7.1 of the Membership By-law, the Executive Director or his or her designate shall provide the EDA President with the Official Voters' List that sets out the members of the EDA who are eligible to vote at the Delegate Selection Meeting. The Executive Director or his or her designate shall endeavour to provide this list at least five (5) days prior to the Delegate Selection Meeting.
- 6.4 For the purposes of accrediting members at the Delegate Selection Meeting, members will be required to provide two (2) pieces of official identification, at least one of which must contain a photo of the member and one must indicate residence.
- 6.5 For the purposes of section 6.4, all pieces of identification accepted by Elections Canada for voter identification at a federal election are acceptable, including the following:
- 6.5.1 Permanent Resident Card;
 - 6.5.2 Health Card;
 - 6.5.3 Provincial Driver's License;
 - 6.5.4 Birth Certificate;
 - 6.5.5 Senior's Card;
 - 6.5.6 Drug Card;
 - 6.5.7 Student ID Card;
 - 6.5.8 Age of Majority Card;
 - 6.5.9 Other identification issued by the Government of Canada or a provincial government.
- 6.6 In addition, the following pieces of identification may be used:
- 6.6.1 Party membership card;
 - 6.6.2 Any other form of identification deemed acceptable by the RO.

7. DELEGATES

- 7.1 In order to be eligible to stand for election as a delegate at a Delegate Selection Meeting, an individual must:



- 7.1.1 Subject to section 7.1.3, be a member in good standing of the Party for that EDA, as indicated by inclusion in the Official Voters' List of the EDA referred to in section 6.3;
- 7.1.2 Submit to the Chair a completed form substantially in the format set out in Appendix C. The RO on a case by case basis after consultation with Political Operations may waive this requirement.
 - 7.1.2.1 The Appendix C form must be received by the Chair before he or she commences the Delegate Selection Meeting
 - 7.1.2.2 The Appendix C form must be signed by the delegate candidate, and his/her mover and the seconder. The mover and seconder must reside in the electoral district of the EDA holding the Delegate Selection Meeting, be members of the Party in good standing and eligible to vote at the Delegate Selection Meeting;
 - 7.1.2.3 Failure to provide a completed Appendix C form to the Chair by the commencement of the Delegate Selection Meeting will result in the delegate candidate not being allowed to stand for election as a delegate.
- 7.1.3 Unless waived by Political Operations in consultation with the Executive Director, have been member of the Party for at least twenty-one (21) days prior to the date of the Delegate Selection Meeting. However, to allow for inadvertent delays in renewal of membership, an individual may run as a delegate provided they meet the other requirements of these Rules, are a member in good standing of the Party as of the date of the Delegate Selection Meeting, and were a member of the Party as of the previous calendar year.
- 7.2 An individual may only be elected as a delegate for the EDA of the electoral district in which they are ordinarily resident at the time of the Delegate Selection Meeting. However, an individual may be elected as a delegate for an EDA of an electoral district in which they are not ordinarily resident if they were elected to be a member of the Board of that EDA at its preceding annual general meeting and remain a member of the Board at the time of the Delegate Selection Meeting.

8. SELECTION

- 8.1 The selection of delegates and alternate delegates at a Delegate Selection Meeting shall be by secret ballot.



- 8.2 The Chair of the meeting shall announce the names of all the individuals who have met the requirements of these Rules and are therefore on the ballot.
- 8.3 Voting for delegates shall proceed as follows:
- 8.3.2 All ballots shall be initialed by the RO, or another individual(s) who has been designated by the RO;
 - 8.3.3 One (1) ballot shall be distributed by the RO or another individual designated by the RO to each member who is deemed eligible to vote according to these Rules;
 - 8.3.4 At the close of nominations, eligible voters in possession of an initialed ballot shall indicate their voting choice by writing or marking the names of up to ten (10) nominees on their ballot and shall deposit their ballot in a sealed ballot box;
 - 8.3.5 No eligible voter may deposit more than one (1) ballot in the sealed ballot box;
 - 8.3.6 The ballot box shall at all times be supervised by the RO or another individual designated by the RO;
 - 8.3.7 Under extenuating circumstances other methods of balloting may be approved by the Director of Political Operations in consultation with the Executive Director;
 - 8.3.8 Pursuant to Article 5.3 of the EDA Constitution, proxy voting is not permitted.
 - 8.3.9 The selected delegates and alternate delegates shall be determined as follows:
 - 8.3.9.1 The nominee who has received the greatest plurality of the vote and who is not more than twenty-three (23) years of age, as of the last day of Convention (June 11, 2011), shall be elected as a delegate;
 - 8.3.9.2 Of the remaining unelected nominees, the nine (9) nominees who have received the greatest plurality of votes shall be elected as delegates; and,
 - 8.3.9.3 Of the remaining unelected nominees, the five (5) nominees who have received the greatest plurality of votes shall be elected as alternate delegates.



- 8.4 In addition, in accordance with Article 7.5.1 of the Constitution, the President of the EDA as of the commencement of the Delegate Selection Meeting shall be deemed to be elected as a delegate for the EDA.

9. REPORTING

- 9.1 Within forty-eight (48) hours after the close of a Delegate Selection Meeting, and in any case by no later than 6:00 p.m. ET on April 2, 2011, the Report of Delegate and Alternate Delegate Status (Appendix D) for the EDA shall be completed and signed by the RO and the Chair and submitted to the Party by facsimile transmission to 613.755.2001 or by email to Conventionreports@conservative.ca

10. DISPUTE RESOLUTION

- 10.1 Any protest resulting from the delegate selection process prior to or at any Delegate Selection Meeting must:
- 10.1.1 be received by the Chair of the Credentials Committee by facsimile transmission at 613.755.2001, within twenty-four (24) hours of the date and time the meeting adjourned, but in any case by no later than 23:59 ET on April 1, 2011;
 - 10.1.2 be signed by ten (10) members of the EDA; and,
 - 10.1.3 set out in detail the nature of the protest and the names, addresses and telephone numbers of all persons who are parties to the protest.
- 10.2 The decision of Credentials Committee with respect to any such protest is final and binding and is not subject to appeal or review on any grounds.

11. ALTERATION

- 11.1 Subject to the Constitution, the Director of Political Operations in consultation with the Executive Director may on a case by case basis alter, extend, abridge or suspend these Rules except section 10.
- 11.2 These Rules may be amended at any time by National Council.



APPENDIX A

Pursuant to section 3.2, Political Operations must approve the timing and scheduling of Delegate Selection Meetings, in consultation with EDAs, in order to ensure an efficient effective, and manageable process. The choice of dates and times will be on a “first come, first served” basis. A centralized calendar will be used by the regional desk officers when approving dates. Flexibility will be required as Political Operations works with the EDAs to ensure the meetings are successful.

EDAs should consult their regional desk as listed below for approval of the proposed date and time of their Delegate Selection Meeting.

Please note pursuant to section 3.1, Delegate Selection Meetings shall be held between January 3, 2011 and March 31, 2011 inclusive.

Madi Murariu
Political Operations Officer – British Columbia
613.755.2042
madimurariu@conservative.ca

Jamie Matheos
Political Operations Officer – Prairies and the North
613.755.2186
jamiematheos@conservative.ca

Fred DeLorey
Political Operations Officer – Atlantic Canada
613.755.2264
freddelorey@conservative.ca

Sean Calder
Political Operations Officer – Ontario
613.755.2189
seancalder@conservative.ca

Felix Wong
Political Operations Officer- Ontario
613.755.2049
felixwong@conservative.ca

Marc-André Leclerc
Political Operations Officer – Quebec
613.755.2577
marcandreleclerc@conservative.ca



APPENDIX B

By-law concerning membership in the Conservative Party of Canada

As adopted by National Council March 18, 2007

1 Membership criteria

- 1.1 Membership in the Party is open to every citizen or permanent resident of Canada who meets the following criteria:
 - 1.1.1 is at least fourteen years of age;
 - 1.1.2 actively support the principles of the Party;
 - 1.1.3 signifies their intention to join the Party by signing a prescribed membership form, or by submitting a personal cheque for the amount of the membership fee where the prospective member has signed the cheque, or by use of a personal credit card for payment of the membership fee where the prospective member is the card holder;
 - 1.1.4 has paid the Party's non-refundable national membership fee as set out in the by-law.

2 Membership Purchase

- 2.1 The national membership fee is \$10.00 for one year; \$20.00 for two years; \$30.00 for three years; \$35.00 for five years.
- 2.2 A membership for a period of years can be purchased provided that the individual is not at any time a paid-up member for more than five years.
- 2.3 A membership in the Party is not valid until it is received in good order with payment at the National Office in Ottawa.
- 2.4 Payment by corporate cheque or corporate credit card is not permitted.



3 Bulk Membership

- 3.1 Electoral district associations may submit payment by means of a cheque drawn on the association's bank account for a group of memberships on behalf of the applicants if the payment is accompanied by a completed prescribed membership form signed by each applicant. Submissions of memberships from electoral district associations should be made at least on a quarterly basis, in the format set out by the Executive Director.
- 3.2 Subject to oversight of National Council, the Executive Director may establish procedures consistent with the requirements of this by-law and the *Canada Elections Act* for submissions of bulk memberships other than through electoral district associations as the need arises such as during nomination contests. Such membership may only be paid by certified cheque, credit card, bank draft or money order.

4 Family Memberships

- 4.1 The same credit card or cheque may be used by an individual for payment of more than one membership sold or renewed as long as the Executive Director or his or her designate is satisfied that:
 - 4.1.1 all the new/renewing members live at the same address and they are all stated to be related to one another and to the payor;
 - 4.1.2 the individual making the payment is one of the new/renewing members;
 - 4.1.3 each member complies with the conditions of membership set out in this by-law;
 - 4.1.4 the individual making the payment indicates that each membership fee is being paid by that individual with funds belonging to each of the new/renewing members and with the consent of the other person(s);
 - 4.1.5 the total number of family memberships purchased does not exceed six (6).

5 National Membership Program

- 5.1 This by-law sets out the National Membership Program referred to in Article 4.3 of the Constitution. Subject to oversight of National Council, the Executive Director shall set out the prescribed membership form.



6 Rights of Membership

- 6.1 Twenty-one (21) days after entry into the National Membership Program, or such other period as may be set by National Council in rules or otherwise for a particular event or series or class of events, every member is entitled to:
- 6.1.1 participate in any meeting of the electoral district association in which that person holds membership;
 - 6.1.2 vote for, and stand for election to, the board of directors of the electoral district association in which that person holds membership;
 - 6.1.3 attend any national convention upon payment of the prescribed fee;
 - 6.1.4 vote for, and stand for election as, a delegate or alternate delegate at any meeting called by an electoral district association of which that person holds membership, for the selection of delegates to any national convention of the Party.
- 6.2 To allow for participation through renewal “at the door” by persons whose membership has recently lapsed, unless otherwise provided by National Council in rules or otherwise for a particular event or series or class of events and despite section 6.1, anyone whose membership has expired within the previous ninety (90) days and who fulfills the criteria of section 1 may exercise any of the rights set out in section 6.1.1, 6.1.2, and 6.1.3.

7 Memberships Lists

- 7.1 The membership list of each electoral district association shall be certified by the Executive Director or his or her designate before the holding of any meetings referred to in section 6 at which the election of delegates or nomination contestants is to take place. The said certified membership list shall be remitted to the president of the association. Subject to section 6.2, only certified members shall be allowed to vote at such meetings.
- 7.2 Only those memberships which are received at the National Office in Ottawa within the time set out in section 6.1 may be certified.
- 7.3 At any other time, the membership list of an electoral district association may be requested from National Headquarters by the president of the association.



- 7.4 No use of any list generated from National Membership Program may be made for any purpose external to the Party without the prior written approval of the Executive Director, or as set out in the rules by National Council or as otherwise determined by National Council.

8 Membership Expiry

- 8.1 All memberships expire December 31 in the year of expiry, depending on how many years of membership are purchased. Memberships purchased in the last quarter of the year (on or after October 1) will expire at the end of the next calendar year or later calendar year in the case of a multi-year membership.
- 8.2 At a date to be fixed by National Council, Section 8.1 will apply only to the expiry of memberships existing at that date. Memberships purchased after that date will expire at the end of the month of the anniversary date of membership purchase in the year of expiry, depending on how many years of membership are purchased.
- 8.3 Membership in the Party may only be cancelled at the request of the member, or as provided by the revocation procedure set out in the by-law concerning membership revocation.



APPENDIX C

Pursuant to section 7.1.2 of these Rules, this form must be completed and received by the Chair by the commencement of the Delegate Selection Meeting. Unless waived by the RO in consultation with Political Operations failure to provide the Chair with this form completed with the appropriate information by the commencement of the Delegates Selection Meeting will result in the delegate candidate not being allowed to stand for election as a delegate.

Upon submittal of this form the individual is affirming that they have read and understand these Rules and the applicable sections of the Constitution and EDA Constitution, affirm the information they have provided herein is accurate, and that they are in compliance with all of these Rules and all other applicable rules that govern the Party.

Further, upon submission of this form the individual agrees if they are successful in being elected as a delegate that they will submit the required delegate fee in a timely manner. By submitting this form the individual agrees that failure to provide the required registration fee may result in them not being allowed to attend the Party's 2011 Convention.

Please note pursuant to section 7.2 of these Rules, the address you provide below must be the address you are ordinarily resident at the time of submission of this form. This must be an address in the electoral district where you are seeking election as a delegate, unless you are within the exception set out in section 7.2.

Pursuant to section 7.1.2.2 of these Rules, the mover and seconder by signing this form affirm that they live in the same electoral district as the delegate candidate, are members of the Party in good standing and eligible to vote at the Delegate Selection Meeting.

Please note by submitting this form the individual affirms that they will provide any further information that is requested by Political Operations within the timeframe that Political Operations sets out. Further, by submitting this form the individual agrees that if they fail to provide the requested information within the timeframe set out that the Credentials Committee may choose to not allow them to attend the Party's 2011 Convention even if they have been successfully elected as a delegate and paid the required registration fee.



EDA NAME: _____

DELEGATE CANDIDATE INFORMATION:

Name: _____
(Please Print)

Phone Number: _____ Email: _____

Home Address: _____

City: _____ Province: _____

Membership Number: _____ Date of Birth*: _____
(*Required only if you are seeking the Youth delegate position)

Signature: _____

MOVER:

Name: _____
(Please Print)

Phone Number: _____ Membership Number: _____
(Optional)

Home Address: _____

Signature: _____

SECONDER:

Name: _____
(Please Print)

Phone Number: _____ Membership Number: _____
(Optional)

Home Address: _____

Signature: _____



APPENDIX D

Pursuant to section 9.1 of these Rules, each EDA within forty-eight (48) hours after the close of a Delegate Selection Meeting, and in any case by no later than 6:00 pm ET on April 2, 2011, must submit the following form which is to be completed and signed by the RO and the Chair, to the Party by facsimile transmission to 613.755.2001 or by email to conventionreports@conservative.ca

Further, each EDA must submit the Appendix C forms with the Appendix D form.



EDA Name: _____ **EDA Number:** _____

Delegate Name	Phone #	Membership #	Residential Address	Email
1 Youth				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Alternates				
1				
2				
3				
4				
5				

I verify that the information given in this report is true and accurate.

Signed: _____ (Chair)
 _____ (RO)