

Conservative Party of Canada Rules and Procedures for the Election of National Council



December 2010



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1. DEFINITIONS

- 1.1 “Candidate” means an individual who is certified under these Rules as a candidate for election to National Council;
- 1.2 “Constitution” means the Constitution of the Party;
- 1.3 “Convention” means the third national convention of the Party, to be held June 9-11, 2011 in Ottawa;
- 1.4 “delegate” means a delegate to the Convention as determined by the Credentials Committee of the Convention pursuant to the Constitution and the Rules and Procedures for Delegate Selection Meetings;
- 1.5 “Party” means the Conservative Party of Canada;
- 1.6 “province” means, except where the context otherwise provides, a province or territory;
- 1.7 “Returning Officer” means the Returning Officer for the National Council election appointed pursuant to Article 8 of the Constitution;
- 1.8 “Rules” means these rules and procedures.

2. RETURNING OFFICER

- 2.1 The Returning Officer shall:
 - 2.1.1. oversee the conduct of the election of National Council at the Convention and ensure that the process is fair, impartial and conducted in accordance with these Rules;
 - 2.1.2. remain impartial throughout the election process.
- 2.2 All submissions to the Returning Officer to be made pursuant to these Rules prior to the Convention shall be sent to:

Returning Officer, National Convention
Conservative Party of Canada
1204 – 130 Albert Street
Ottawa, Ontario
K1P 5G4
Fax: (613) 755-2001



3. NATIONAL COUNCIL REPRESENTATION

- 3.1 The following positions on National Council shall be elected at the Convention by delegates from the corresponding province or territories:
- 3.1.1. one from a province with 4-25 seats in the House of Commons;
 - 3.1.2. two from a province with 26-50 seats in the House of Commons;
 - 3.1.3. three from a province with 51-100 seats in the House of Commons;
 - 3.1.4. four from a province with more than 100 seats in the House of Commons; and,
 - 3.1.5. one from each territory.

4. CANDIDATE ELIGIBILITY

- 4.1. In order to stand for election to the National Council, an individual must:
- 4.1.1. Submit to the Returning Officer a complete National Council Candidate Filing (Form A) not later than 6 p.m. ET on April 14, 2011 which shall include:
 - 4.1.1.1. The nomination by a minimum number of members in good standing of the Party resident in the province for which the individual is seeking election; this minimum number shall be five times the number of electoral districts in that province but which need not exceed fifty (50) signatures in total;
 - 4.1.1.2. A five hundred (\$500.00) dollar compliance deposit, payable by cheque to “Conservative Fund Canada in Trust”, which amount shall be returned to the individual, (i) immediately, if they are not certified as a Candidate, or (ii) after the Convention or their withdrawal as a Candidate provided that they comply with these Rules and any other related procedures as may be required by the Returning Officer from time to time; and,.
 - 4.1.1.3. In accordance with the Constitution, a signed affirmation which states, “I have read, understand, and do hereby



affirm my personal commitment to the principles and policies of the Conservative Party of Canada and the Constitution of the Conservative Party of Canada.”

- 4.1.2. Have their ordinary residence in the province for which they are seeking election to National Council;
 - 4.1.3. Be a delegate; and,
 - 4.1.4. Have not served as a returning officer at a Delegate Selection Meeting in the province for which they are seeking election to National Council.
- 4.2. No individual may serve more than three (3) consecutive terms of office on National Council.

5. CANDIDATE CERTIFICATION

- 5.1. Upon receiving a National Council Candidate Filing within the time set out in section 4.1.1., the Returning Officer shall confirm to the individual that their submission is complete (Form B) or, where the submission is incomplete, shall return the submission to the individual.
- 5.2. However, where a submission is received on or before April 14, 2011 that is in the opinion of the Returning Officer only inadvertently incomplete but which in the ordinary course may not be possible to complete by April 14, , the Returning Officer may allow individual a brief extension to complete the submission.
- 5.3. The Returning Officer shall certify all eligible individuals who meet the criteria of section 4 not later than April 30, 2011 and shall deliver to them a National Council Candidate Certification (Form C).

6. DELEGATE LISTS

- 6.1. No later than April 30, 2011, the Executive Director shall provide each Candidate with a list of the delegates for the province in which they are seeking election to National Council.
- 6.2. The Executive Director shall ensure that a reasonable attempt is made for the list of delegates to include the name, residential mailing address, primary telephone number, and primary email address of each delegate.



- 6.3. Candidates shall use the list, and shall ensure that it is used, only for purposes of their election to National Council, and shall not retain, copy or distribute the list after the Convention has concluded.

7. SCRUTINEERS

- 7.1. Each Candidate shall be eligible to appoint one (1) scrutineer to monitor the voting and vote counting procedures.
- 7.2. In order to appoint a scrutineer, a Candidate must submit a Scrutineer Designation Form (Form D) to the Returning Officer not later than 6 p.m. ET on Thursday, June 2, 2011, or such later time as may be allowed by the Returning Officer. Subject to the discretion of the Returning Officer, a replacement may subsequently be appointed where circumstances require. A scrutineer must have the status of a delegate, alternate or member observer at the Convention.
- 7.3. Scrutineers shall be admitted to the voting area(s) ten (10) minutes prior to the commencement of voting, or such earlier time as may be designated by the Returning Officer for all scrutineers.
- 7.4. Other than the authorized identification badge, scrutineers must not wear any visible markings indicating their voting preference while inside the voting area.
- 7.5. Scrutineers may not carry or use any cellular telephones or any other electronic communication devices inside the voting area whatsoever in any manner once voting has closed.
- 7.6. Prior to the commencement of voting, scrutineers shall witness the sealing of the ballot boxes by the Returning Officer.
- 7.7. Once the voting area(s) has/have been secured for the vote counting procedures, scrutineers may not leave the voting area(s) until after the result of the ballot has been officially announced at the podium.
- 7.8. Scrutineers shall, at all times, abide by these Rules and any further instructions given to them by the Returning Officer and his/her representatives.
- 7.9. In the event of non-compliance with these Rules, the Returning Officer may expel and bar a scrutineer from the voting area(s), which decision shall be final and binding.



8. VOTING PROCEDURES

- 8.1. The voting procedures shall be conducted at the Convention under the supervision of the Returning Officer.
- 8.2. The Returning Officer shall appoint a deputy returning officer and poll clerk for each voting line used in the voting procedures.
- 8.3. The vote shall be conducted by secret ballot.
- 8.4. Only those delegates with authorized credentials in the form of a valid delegate badge shall be permitted to vote.
- 8.5. The use of any cellular telephones or other electronic communication devices within the voting area(s), other than by election officials or scrutineers prior to the close of voting, shall be strictly prohibited.
- 8.6. Campaigning by, on behalf of, or in relation to Candidates within the voting area(s) shall be strictly prohibited.
- 8.7. The Returning Officer may order the removal of any individual from the voting area(s) that he/she deems to be in violation of these Rules. .
- 8.8. Delegates shall queue to vote in the appropriate voting line based on the province for which they are a delegate and alphabetically by surname.
- 8.9. Subject to the discretion of the Returning Officer, delegates shall be required to show their delegate badge and provide another piece of identification to the poll clerk in order to vote.
- 8.10. For the purposes of section 8.9, all pieces of identification accepted by Elections Canada for voter identification at a federal election are acceptable, including the following :
 - 8.10.1. Permanent Resident Card;
 - 8.10.2. Health Card;
 - 8.10.3. Provincial Driver's License;
 - 8.10.4. Birth Certificate;
 - 8.10.5. Senior's Card;
 - 8.10.6. Drug Card;
 - 8.10.7. Valid Student ID Card;
 - 8.10.8. Age of Majority Card;
 - 8.10.9. Transit Card issued by a public transit authority;
 - 8.10.10. other identification issued by the Government of Canada or a Provincial Government; and,



- 8.10.11. any other form of identification deemed acceptable by the Returning Officer.
- 8.11. The poll clerk shall verify that the delegate is wearing a delegate badge and that the voter identification and the badge correspond with the voter name on the certified list of delegates.
- 8.12. Once the delegate badge and identification have been verified, the poll clerk shall highlight the name of the delegate on the voting list and hand the delegate the voting ballot, initialed by the poll clerk, which shall list the Candidates for the delegate's province in alphabetical order by surname.
- 8.13. Each delegate shall then proceed to the appropriate voting booth and clearly indicate his/her choice(s) from the list of Candidates and shall then proceed to fold his/her voting ballot and deposit it in the appropriate ballot box.
- 8.14. Each delegate may vote for as many Candidates as are electable from his/her province as set out in section 2 above, but not more.

9. VOTE COUNTING PROCEDURES

- 9.1. At the close of voting the Returning Officer:
 - 9.1.1. shall secure the voting area(s) and ensure only scrutineers, deputy returning officers and other election officials authorized by the Returning Officer remain in the voting area(s);
 - 9.1.2. shall collect and secure all voters lists and unused voting ballots; and,
 - 9.1.3. shall only then direct the deputy returning officers to break the seal on the ballot boxes.
- 9.2. The carrying or use of cellular telephones or any other electronic communication devices by any individual inside the voting area shall be strictly prohibited once the voting area has been secured for the purposes of counting the voting ballots and until after the result of the ballot has been officially announced at the podium.
- 9.3. Once the ballot boxes have been opened, the deputy returning officers or other officials authorized by the Returning Officer shall proceed to tally the ballots. Any decision of a deputy returning officer to reject a ballot may be appealed by a scrutineer to the Returning Officer, whose decision shall be final and binding.
- 9.4. The Returning Officer shall tabulate the results of each election and shall provide the results for announcement to the Convention. The election shall be by way of preferential ballot based on the number of positions to be elected for that



province. In the event of a tie for the only or last position for a particular province, the result shall be determined by a coin toss. The tabulation of the vote by the Returning Officer shall be final and binding.

10. CANDIDATE WITHDRAWAL

- 10.1. Withdrawals by Candidates shall be accepted and their names shall not appear on the ballot where the Notice of Withdrawal (Form E) is signed by the Candidate and is delivered to the Returning Officer no later than 6 p.m. ET on May 31, 2011.

11. DISPUTE RESOLUTION

- 11.1. Except where otherwise provided in these Rules, a dispute related to the election of National Council arising from or related to the operation or interpretation of these Rules shall
- 11.1.1. be submitted promptly in writing to the Returning Officer by a Candidate, or, where the dispute relates to the refusal of the Returning Officer to certify an individual as a Candidate, by an individual who submitted a National Council Candidate Filing (Form A); and,
 - 11.1.2. detail the nature of the dispute.
- 11.2. The decision of the Returning Officer on the dispute shall be final, binding and not subject to appeal.

12. GENERAL

- 12.1. These Rules may be amended or supplemented at any time by the Returning Officer, subject to review by National Council.
- 12.2. In the event of any conflict between the Constitution and these Rules, the Constitution shall prevail.



NATIONAL COUNCIL CANDIDATE FILING

NATIONAL COUNCIL CANDIDATE INFORMATION SHEET

Name: _____

Address: _____

Home Phone: _____

Business Phone: _____

Cell Phone: _____

NATIONAL COUNCIL CANDIDATE AFFIRMATION

I have read, understand, and do hereby affirm my personal commitment to the principles and policies of the Conservative Party of Canada and the Constitution of the Conservative Party of Canada.

Signed: _____

Date: _____

Date Received: _____

By: _____

NATIONAL COUNCIL CANDIDATE DECLARATION

I, _____, an applicant seeking election to the National Council of the Conservative Party of Canada hereby agree to:

Abide by all Rules and Procedures governing the National Council Election Process as may be developed from time to time; and,

Respect the confidentiality of the list of delegates which I may receive and not permit the use of the list for any purpose other than my election to National Council.

Furthermore, I recognize that any breach of this agreement may result in sanctions by the Returning Officer. Such sanctions may include one or more of the following:

The forfeiture of part or all of my Compliance Deposit;

The rescinding of my National Council Candidate Certification which would result in my ineligibility to stand for election to the National Council.

Signed: _____

Date: _____

Date Received: _____

By: _____

NATIONAL COUNCIL CANDIDATE COMPLIANCE DEPOSIT

Enclose a cheque or money order made out to Conservative Fund Canada in Trust representing your compliance deposit in accordance with section 4.1.1.2 of the *Rules and Procedures for the Election of National Council*.

Date Received: _____

By: _____

NATIONAL COUNCIL CANDIDATE NOMINATION OF CANDIDACY

The undersigned members in good standing of the Conservative Party of Canada certify by signing this form that they have been members in good standing for at least twenty-one (21) days prior to signing this form and that they endorse the nomination of _____, who wishes to seek election to the National Council of the Conservative Party of Canada.

[add additional sheets as needed]

<u>Name (print)</u>	<u>Address</u>	<u>Signature</u>	<u>Date</u> <u>(D-M-Y)</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

CONFIRMATION OF RECEIPT

I, _____, Returning Officer for the National Council Election, confirm that I have received, in accordance with section 4 of the *Rules and Procedures for the Election of National Council* a completed National Council Candidate Filing for _____.

Signed,

Returning Officer

NATIONAL COUNCIL CANDIDATE CERTIFICATION

To: _____

Dear _____:

I, _____, Returning Officer for the National Council Election , wish to advise you that you have been confirmed as a Candidate for election to the National Council of the Conservative Party of Canada.

Yours truly,

Returning Officer

SCRUTINEER DESIGNATION FORM

I, _____, a Candidate do hereby appoint
_____ as my official scrutineer.

Signed: _____

Date: _____

Date Received: _____

By: _____

NOTICE OF WITHDRAWAL

I, _____, voluntarily and formally withdraw as a National
Council Candidate for the Conservative Party of Canada

Signed: _____

Date: _____

Date Received: _____

By: _____