

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



As adopted by National Council December 2015



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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 “Convention” means the Party convention scheduled for May 26, 27, 28, 2016
- 2.5 “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;
- 2.6 “Executive Director” means the Executive Director of the Party;
- 2.7 “EDA” means an electoral district association of the Party;
- 2.8 “Party” means the Conservative Party of Canada;
- 2.9 “Regional Organizer” means the staff of the Party in the field, as designated by the Executive Director.
- 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, 2016 and March 20, 2016 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 the designated Regional Organizer 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 forty-five (45) days from the notice provided for in section 4.

4. NOTICE

- 4.1 At least fourteen (14) days, but not more than forty-five (45) days, prior to the holding of a Delegate Selection Meeting, the Board 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. Notice of all meetings of the Association shall be sent to all members via one (1) of the following:
 - 4.1.1 Regular mail sent to the member's address of record;
 - 4.1.2 E-mail sent to the member's e-mail address of record (if the e-mail is returned it will be deemed not to have been sent as the address is no longer valid);
 - 4.1.3 Live phone call to the member's phone number of record.
- 4.2 Reminder Notices of all meetings of the Association may be sent to all members via any telephonic or electronic means of communication, as appropriate. Reminder Notices may also be published via local newspaper ads or in the coming events section.

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 The designated Regional Organizer shall act as or will appoint the Returning Officer 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 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 5 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 5:00 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 Returning Officer.

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 B. The Returning Officer, on a case by case basis in consultation with the Executive Director, may waive this requirement.
 - 7.1.2.1 The Appendix B form must be received by the Chair before he or she commences the Delegate Selection Meeting
 - 7.1.2.2 The Appendix B 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 be eligible to vote at the Delegate Selection Meeting;
 - 7.1.2.3 Failure to provide a completed Appendix B 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 the Returning Officer 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, is a member in good standing of the Party as of the date of the Delegate Selection Meeting, and was a member of the Party at some point during the previous 90 days.
- 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 Returning Officer, or another individual(s) who has been designated by the Returning Officer;
 - 8.3.3 One (1) ballot shall be distributed by the Returning Officer or another individual designated by the Returning Officer 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 Returning Officer or another individual designated by the Returning Officer;
 - 8.3.7 Under extenuating circumstances other methods of balloting may be approved by 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 (May 28, 2016), 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 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.

8.5 In accordance with Article 7.5.2 of the Constitution, the official candidate of the Party for the EDA in the preceding federal election, or the then current nominated Party Candidate for the EDA 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 1, 2016, the Report of Delegate and Alternate Delegate Status (Appendix C) for the EDA shall be completed and signed by the Returning Officer and the Chair and submitted by the Chair to the Party by direct entry into the Party's on-line reporting tool or facsimile transmission to 613.755.2001.

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 or by email to credentials@conserative.ca, 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, 2016;

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. APPOINTMENT OF DELEGATES TO OPEN POSITIONS

- 11.1 If an elected delegate or alternate becomes unable to attend the Convention, or the delegate positions could not be filled at the time of the DSM meeting, the EDA President may submit a signed copy of the Delegate Resignation and Appointment Form (Appendix D) to the Chair of the Credentials Committee.
- 11.2 The youth delegate may only be replaced by an alternate or appointed delegate who meets the youth age requirement.
- 11.3 The appointed delegate may not supersede the elected delegates or alternates, all elected delegates and alternates shall move up in position upon the resignation of a delegate position. The appointed delegate shall fill the vacant position at the bottom of the list.
- 11.4 Delegate Resignation and Appointment Form must:
- 11.4.1 be signed by the resigning delegate, if applicable, and the EDA President.
 - 11.4.2 be received by the Chair of the Credentials Committee by facsimile transmission at 613.755.2001 or by email to credentials@conservative.ca no later than April 29, 2016.

12. ALTERATION

- 12.1 Subject to the Constitution, the Executive Director may on a case by case basis alter, extend, abridge or suspend these Rules except section 10.
- 12.2 These Rules may be amended at any time by National Council.



APPENDIX A

Pursuant to section 3.2, a Regional Organizer 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 Organizers when approving dates. Flexibility will be required as Regional Organizers work with the EDAs to ensure the meetings are successful.

If the EDA is not sure which Regional Organizer is responsible for their area, they should consult the National Service Desk at 1-888-409-1153 for a referral to their current designated Regional Organizer.

Please note pursuant to section 3.1, Delegate Selection Meetings shall be held between January 4, 2016 and March 20, 2016 inclusive.



APPENDIX B

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 Returning Officer in consultation with the Executive Director or his designate, failure to provide the Chair with this form completed with the appropriate information by the commencement of the Delegate 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 understood the Rules and the applicable sections of the Constitution and EDA Constitution, affirming that 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 2016 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 that by submitting this form the individual affirms that they will provide any further information that is requested by the Executive Director within the time frame that is set 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 2016 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: _____ Postal Code: _____

Home Address: _____

City: _____ Province: _____

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

Signature: _____

Email: _____

MOVER:

Name: _____
(Please Print)

Phone Number: _____ Membership Number: _____

Home Address: _____

Signature: _____

Email: _____

SECONDER:

Name: _____
(Please Print)

Phone Number: _____ Membership Number: _____

Home Address: _____

Signature: _____

Email: _____



APPENDIX C

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 5:00 pm ET on April 1, 2016, must submit the following form which is to be completed and signed by the Returning Officer and the Chair, to the Party by facsimile transmission to 613.755.2001 or by email to credentials@conservative.ca



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 | | | | |
| Automatic Delegates | | | | |
| EDA President | | | | |
| Candidate of Record | | | | |

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

Signed: _____ (Chair)

_____ (Returning Officer)



APPENDIX D

Pursuant to section 11.1.2, The EDA president may appoint delegates to fill unelected or resigned delegate positions. All appointment forms must be received no later than April 29, 2016.



Delegate Resignation and Appointment Form

EDA Name: _____

I, _____ wish to resign my position as elected Delegate.

Signed: _____ Date: _____
(Signature – Resigning Delegate)

I, _____ hereby appoint _____ to the
(EDA President – please print) (Name of appointee please print)

Vacant Resigned position of Delegate/Alternate. I understand that appointed delegates may not supersede elected delegates and alternates. If no available delegate spots are open, the appointee shall be placed on the list in the 1st open position following the last elected alternate.

AUTHORIZED BY: _____ Date: _____
(Signature of EDA President) (Date)

Please return this form to the Conservative Party of Canada, 1204-130 Albert Street, Ottawa, Ontario, K1P 5G4 by April 29, 2016.

Forms received after April 29, 2016 will not be processed.