

# Conservative Party of Canada Candidate Nomination

## Rules and Procedures



As revised and adopted by National Council, December 27, 2017

## 1) DEFINITIONS

### a) In these Rules

- i. "Applicant" means any person who has submitted an application to become a Nomination Contestant;
- ii. "Application" means the documents as set out in Section 7 of these Rules and shall include both complete and incomplete packages;
- iii. "Candidate" means the Conservative Party of Canada candidate for Parliament in an Electoral District;
- iv. "CNC" means the Electoral District Candidate Nomination Committee as set out in Section 11 of the EDA Constitution;
- v. "CNC Chair" means the chairperson of the CNC as described in Section 4 of these Rules;
- vi. "Close of Nominations" means the deadline for submission of Applications which shall be at 5:00pm EST fourteen (14) days after the Opening Notice is given;
- vii. "Electoral District" means a federal electoral district as defined by the Parliament of Canada;
- viii. "EDA" means the Conservative Party of Canada Electoral District Association;
- ix. "EDA Board" means the board of directors of a Conservative Party of Canada Electoral District Association as set out in Section 7 of the EDA Constitution;
- x. "Executive Director" means the Executive Director of the Conservative Party of Canada as set out in Section 10.4 of the Party Constitution;
- xi. "MP" means a Member of Parliament who is a member of the Conservative Party of Canada caucus;
- xii. "National Council" means the National Council of the Conservative Party of Canada as set out in Section 8 of the Party Constitution;
- xiii. "National Councillor" means an individual member of the National Council of the Conservative Party of Canada;
- xiv. "NCSC" means the National Candidate Selection Committee as set out in Section 14.1 of the Party Constitution;
- xv. "Nomination Contestant" means any person who meets the criteria set out in Section 6 of these Rules;
- xvi. "Nomination Meeting" means the meeting or meetings where the Candidate is selected as set out in Section 9 of these Rules;
- xvii. "Nomination Meeting Notice" means the notice described in Section 10 of these Rules;

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- xviii. "Opening Notice" means the notice described in Section 5 of these Rules;
- xix. "Party" means the Conservative Party of Canada;
- xx. "Party Headquarters" means the primary office of the Conservative Party of Canada located at the address set out Section 7 of these Rules; and
- xxi. "RO" means the appointed returning officer described in Section 9(f) of these Rules.

## **2) GENERAL**

- a) These Rules for candidate nominations have been adopted by the National Council for use by the EDAs of the Party pursuant to Article 8.7.2 of the Constitution.
- b) National Council hereby recognizes the NCSC to act pursuant to Article 14.1 of the Constitution and to provide general supervision over the nomination process.
- c) Pursuant to Article 14.1 of the Constitution of the Party, the NCSC has the absolute discretion to disallow an Applicant, Nomination Contestant, or Candidate.

## **3) APPLICATION PROCESS**

### *Electoral District held by a Conservative MP elected by means of a By-Election*

- a) Notwithstanding anything herein to the contrary, where an MP is elected by means of a by-election, the MP will be automatically acclaimed as the Candidate for the upcoming General Election and the EDA shall not be required to form a CNC.

### *Electoral District held by a Conservative MP*

- b) In an Electoral District held by a MP,
  - i. Any Applicant, other than the MP, who wishes to run for a nomination shall submit their Application not later than 5:00pm EST on December 15, 2017.
  - ii. For the purpose of this Section 3(b), Applications shall be required to include a nomination petition signed by at least fifty (50) current Party members who are in good standing and reside in the Electoral District in which the Applicant wishes to run as of November 1, 2017.
  - iii. In the event that no Applications are received, the EDA shall not be required to form a CNC and the MP shall be acclaimed as the Candidate.
  - iv. In the event that an Application is received, the EDA shall constitute a CNC, and shall interview such Applicant(s) no later than January 18, 2018. If a majority of the CNC believes that there may be cause to disallow an Applicant, the Executive Director or their designate shall immediately inform the NCSC. The NCSC shall endeavour to render a decision with respect to

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an Applicant not later than seven (7) days after receiving word from the CNC that there may be cause to disallow said Applicant.

- v. The Executive Director or their designate, in consultation with the Chair of NCSC and the National Councillor(s) for the affected jurisdiction may open the nomination at any time they see fit by causing the Opening Notice to be sent.
- vi. In the event that a Nomination is required in a member-held Electoral District, the MP shall be required to provide their Application within fourteen (14) days of the Opening Notice and the normal timelines for interviews would apply. Notwithstanding anything herein to the contrary, an MP is only required to submit a nomination petition signed by at least twenty-five (25) current Party members who are in good standing and reside in the Electoral District in which the MP wishes to run.

All Other Electoral Districts

- c) In an Electoral District not subject to Section 3(a) and Section 3(b),
  - i. The Close of Nominations shall be at 5:00pm EST fourteen (14) days after the Opening Notice is given.
  - ii. Applications may be submitted prior to the Opening Notice and will be reviewed upon receipt by the Executive Director or their designate. To allow time for review and to provide time to address any deficiencies, Applications should be submitted as soon as possible.
  - iii. Applicants who submit their Applications prior to the Opening Notice are not immediately required to declare which Electoral District they are running in or to submit their nomination petition of twenty-five (25) signatures (as set out in Section 7). These eligibility requirements must only be met after the Opening Notice, at which time, Applicants must submit to the Executive Director: (i) a letter of intent to run in the riding, and (ii) a nomination petition signed by at least twenty-five (25) current Party members who are in good standing and reside in the Electoral District in which the Applicant wishes to run.
  - iv. Applications received after the Close of Nominations and Applications that are not complete will not be accepted and the Applicant will not be permitted to become a Nomination Contestant.
  - v. When an Application is received after the Opening Notice is given but before the Close of Nominations, the Applicant shall be interviewed by the CNC within seven (7) days after the receipt of the Application. The NCSC may require that a representative of the NCSC participate in the interview, in which case the CNC will assist the NCSC in making any necessary arrangements to enable such participation. If a majority of the CNC believes that there may be cause to disallow an Applicant, the Executive Director or their designate shall immediately inform the NCSC or its designated representative and the Applicant will automatically be referred to NCSC for review.
  - vi. The NCSC may require that the CNC provide further information or documentation. The NCSC may contact the Applicant directly to obtain any additional information or documentation it may reasonably require.

- vii. If an Application is received by the Executive Director prior to the Opening Notice where the Applicant declares the EDA in which they will run but prior the appointment of the CNC in that EDA, the EDA will have seven (7) days after the receipt of the Application to constitute the CNC. If the CNC has not been constituted within seven (7) days of receipt of the Application, the NCSC shall review the Application and conduct the Applicant interview process.
- viii. The NCSC shall review the Application and conduct the Applicant interview process if an Applicant elects not to declare which Electoral District they will run in or if an Applicant requests that their Application be reviewed in confidence for professional or personal reasons that the NCSC deems reasonable.

#### **4) ELECTORAL DISTRICT CANDIDATE NOMINATION COMMITTEE**

- a) Pursuant to Section 11 of the EDA constitution, the EDA Board shall appoint a CNC subsequent to each election where the EDA is not held by an MP.
- b) The CNC shall be comprised of:
  - i. the financial agent of the EDA, if willing and able to participate in the CNC;
  - ii. two (2) EDA Board members;
  - iii. two (2) members at-large of the Electoral District; and
  - iv. the Executive Director or their designate who will be a staff member of the Party and whose membership on the CNC may be reassigned by the Executive Director at any time without prior notice.

Notwithstanding anything herein to the contrary, the President of the EDA Board shall not be a member of the CNC.

- c) The EDA Board shall appoint two (2) EDA Board members as alternates for the CNC and specify which appointee shall be the first alternate and which shall be the second alternate. These alternates will not participate in any CNC functions.
  - i. In the event that an EDA Board member who is a member of the CNC becomes unable or unwilling to participate in the CNC, the first alternate shall become a member of the CNC.
  - ii. In the event that a second EDA Board member who is a member of the CNC becomes unable or unwilling to participate in the CNC, the second alternate shall become a member of the CNC.
  - iii. In the event that a subsequent EDA Board member who is a member of the CNC becomes unable or unwilling to participate in the CNC, the CNC Chair shall request that the President of the EDA Board call an emergency meeting of the EDA Board, to be held no later than twenty-four (24) hours after the EDA Board member on the CNC has tabled his or her resignation. The Board shall appoint with another EDA Board member to the CNC.

- iv. In the event that more than two (2) EDA Board members on the CNC have become unable or unwilling to act within five (5) days of the first Nomination Meeting, the CNC shall continue with no additional Board members.
- v. In the event that one or more of the members at-large are named CNC Members become unable or unwilling to act, the Board may appoint a replacement only upon the request of the CNC Chair.
- d) The CNC shall select one of its members as the CNC Chair. The CNC Chair shall provide the names and contact coordinates of all CNC members to the Executive Director or their designate.
- e) A majority of members of the CNC shall constitute a quorum for the conduct of CNC business.
- f) In the event of a tie vote of CNC, the vote shall be considered defeated.
- g) The CNC shall administer a candidate nomination and selection process in accordance with these Rules, the EDA's Constitution, and the *Canada Elections Act*. If any of the timelines in the Rules conflict with notices and timelines in the EDA constitution, the Rules prevail. This provision constitutes a waiver by National Council pursuant to Article 12.4 of the EDA's Constitution.
- h) Each member and alternate of the CNC must sign Appendix "C" – Written Affirmation of Neutrality for Candidate Nomination Committee confirming that they will not to become a Nomination Contestant and will remain neutral in the candidate nomination process for that Electoral District. Any member of the CNC who does not remain neutral must resign or be removed from the CNC. The completed affirmation must be sent to the Party Headquarters. The CNC will not be recognised by the Party until all forms have been received.
- i) The NCSC, by a simple majority vote, may remove a member of the CNC following a review of a formal complaint from the Executive Director, the CNC, the EDA Board or any interested party.

## 5) OPENING NOTICE

- a) The Executive Director or their designate in consultation with the chair of the NCSC and the National Councillor(s) for the respective jurisdiction may open nominations at any time they see fit in any Electoral District by causing the Opening Notice to be sent to current members of the Electoral District.
- b) The Opening Notice shall include notice that nominations close in fourteen (14) days and shall be sent by any one (1) or combination of the following methods:
  - i. Regular mail sent to the member's address of record;
  - ii. E-mail sent to the member's e-mail address of record; or
  - iii. Live phone call to the member's phone number of record.

## 6) ELIGIBILITY

- a) A Nomination Contestant means an Applicant who:
- i. submitted a complete Application under the requirements of the Rules,
  - ii. was interviewed pursuant to Section 3, and
  - iii. was not disallowed as a result of complaint from the Executive Director, the CNC, the EDA Board or any interested party.
- b) If any of the following eligibility requirements are not met by an Applicant at all times during the nomination process, the Applicant will not be allowed to become a Nomination Contestant or their status as a Nomination Contestant will be disallowed:
- i. the Applicant must be eligible to be a candidate under the *Canada Elections Act*;
  - ii. unless waived by the Executive Director and the President of National Council and then approved by the majority of NCSC after consulting with the National Councillor(s) for the affected jurisdiction, the Applicant must not have been an unsuccessful candidate in both of the two prior federal general elections;
  - iii. unless waived by the Executive Director and the President of the National Council, and then approved by the majority of NCSC after consulting with the National Councillor(s) for the affected jurisdiction, the Applicant must not have been an unsuccessful nomination contestant in a Conservative Party nomination contest during the same Parliament as the one contested.
  - iv. unless waived by the Executive Director and the President of National Council and then approved by the majority of NCSC after consulting with the National Councillor(s) for the affected jurisdiction, the Applicant must have been a member of the Party for at least six (6) months prior to filing his or her application. A waiver will not be required if the applicant has held a membership in the party within the past six (6) months and has renewed their membership prior to submitting their application.
  - v. the Applicant is not subject to any investigations which may lead to professional sanctions or criminal charges, knowledge of which must be disclosed to the CNC and NCSC, and the Applicant has not obtained an approval to contest the nomination by NCSC.

If requirements are not met, the Applicant will not be allowed to become a Nomination Contestant.

## 7) APPLICATION

- a) Any eligible person wishing to be an Applicant shall submit the original copy of the Application to the Party Headquarters at:

The Conservative Party of Canada  
1720 – 130 Albert Street  
Ottawa, ON K1P 5G4  
Attn: National Candidate Selection Committee

- b) The Application shall consist of the following documents, substantially in the form set out in the Schedules to these Rules where so indicated:
- i. A completed and signed Nomination Contestant Questionnaire (NCQ) (Schedule A);
  - ii. A signed Confidentiality Agreement, in which the Applicant agrees not to publicly disclose any information concerning the conduct of the application process (Schedule B);
  - iii. A signed Financial Agent Consent signed by the Applicant's financial agent consenting to act as the Applicant's financial agent pursuant to Section 478.06 of the *Canada Elections Act* (Schedule C);
  - iv. A current (within the past six (6) months) Certificate of Conduct/Criminal Records Check obtained through a system provided by the Party;
  - v. A current (within the past six (6) months) credit check;
  - vi. Signed authorization for the Party to conduct a credit and criminal records check (Schedule D);
  - vii. A consent letter to Elections Canada, stating that if nominated, the Party has permission to receive information on the status of their electoral campaign return (Schedule E);
  - viii. A nomination form (Schedule F) containing:
    1. the Applicant's name, address, telephone number(s) and email address,
    2. the Applicant's written consent to be a Nomination Contestant, and
    3. a nomination petition signed by at least twenty-five (25) current EDA Members who reside in the electoral district in which the Applicant wishes to run, are in good standing in the Party, were members at least twenty-one (21) days prior to the day notice provided for in Section 5, was given and will still meet these criteria as of the close of nominations;
  - ix. A signed declaration (Schedule G) stating the agreement of the Applicant that:
    1. the NCSC has authority to disallow his or her candidacy on any grounds it sees fit, which rejection may be appealed to National Council pursuant to these Rules. National Council's decision shall be final and binding and not further appealed or challenged,
    2. he or she accepts, and agrees to advance, the policies, principles, goals and objectives of the Party,

3. membership information provided by the EDA or Party will be used only for the purpose of campaigning for the nomination, and not for any other purpose,
  4. use of the Party logo is not permitted in campaigning for a nomination,
  5. if they are successful in winning the nomination, they will participate in training session(s) conducted by the Party on how to run an effective federal election campaign and will agree to enter into any reasonable financial arrangements with the Conservative Party of Canada concerning the payment for the provision of campaign services by the Party to the candidate. (Schedule G), and
  6. he or she agrees to follow Elections Canada rules, or any applicable legislation, at all times and understands that breaching these rules in any way shape or form is immediate grounds for dismissal;
  7. he or she agrees to designate the Conservative Fund Canada to retain fifty (50) percent of the reimbursement of campaign expenditures provided by Elections Canada in accordance with the Conservative Fund Canada's Candidate Rebate Program;
- x. Completed forms authorizing the Canada Revenue Agency, the Canada Border Services Agency, Citizenship and Immigration Canada, and the Department of National Defence to release any available information through the *Privacy Act* to the Party concerning any offences, infractions, or pending matters involving the Applicant under an Act, regulation, or Code enforced by those departments. (Schedules H-K);
  - xi. A \$1,000 certified cheque or bank draft payable to Conservative Fund Canada from the nomination campaign bank account.<sup>1</sup> This deposit is a good conduct bond that will be returned to the financial agent of the Applicant, Nomination Contestant or Candidate, as the case may be provided the Applicant has adhered to these Rules, as follows:
    1. for any Applicant who is not accepted as a Nomination Contestant, upon completion of the nomination process, and
    2. for a Nomination Contestant including the person who becomes the Candidate, upon the completion of the next federal general election.

The proceeds of forfeited good conduct bonds will be transferred to the EDA. The good conduct bond will not constitute a contribution or transfer from the Applicant to the Party.
  - xii. Schedule L (Bulk Membership Rules).
- c) An Applicant may, prior to the Close of Nominations, provide amendments to their Application. The amendments may be submitted to the Party at the Party Headquarters, emailing a scanned copy to the designate of the Executive Director or their designate that is on the respective Electoral District CNC and delivery to the CNC Chair.

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<sup>1</sup> Please refer to the Elections Canada [Political Financing Handbook for Nomination Contestants and Financial Agents](#)

- d) It is the responsibility of the Applicant to ensure that a complete Application is received prior to the Close of Nominations. If a complete Application is not received prior to the Close of Nominations, the Applicant will not be eligible to be a Nomination Contestant.

## **8) MEMBERSHIP LISTS**

- a) If an Applicant is not disallowed, the Executive Director or their designate must provide a copy of the list of current members to the Applicant. A copy of the list of current members will not be provided prior to the Opening Notice.
- b) After the deadline for submission of memberships has passed, and as soon as the final list of members eligible to vote at the Nomination Meeting(s) (as defined below) is available, it shall be provided by the Executive Director or their designate to each Nomination Contestant.
- c) Upon receipt, Nomination Contestants may review the final list of members eligible to vote at the Nomination Meeting(s) to identify any members that were not on the list but the Nomination Contestant believes should be or any members that should not be included on the list. The Nomination Contestant shall advise the designate of the Executive Director within forty-eight (48) hours of receipt of final list of members eligible to vote at the Nomination Meeting(s) of any specific issues that may need to be resolved.
- d) If amendments are made to the final list of members eligible to vote at the Nomination Meeting(s), the Party will circulate an updated list in advance of the Nomination Meeting. Any members of the Party residing in the Electoral District but not on the list will be able to vote in the nomination process once their membership eligibility and residency has been confirmed by the Executive Director or their designate.

## **9) CANDIDATE NOMINATION MEETING**

- a) If following the Close of Nominations there are no Nomination Contestants, any further action concerning the nomination process in the EDA will be subject to the direction of the Executive Director or their designate in consultation with the chair of NCSC, President of National Council, and the National Councillor(s) for the affected jurisdiction.
- b) If following the Close of Nominations there is only one accepted Nomination Contestant that person shall be acclaimed. If following the close of nominations, the CNC determines that there has been no acclamation; the remaining provisions of this Section shall be followed.
- c) The CNC must meet no more than three (3) days after the CNC has determined there has been no acclamation. At this meeting the CNC shall select the date, time and location of the Nomination Meeting(s). The Nomination Meeting(s) must occur no sooner than forty-two (42) days and no later than fifty-four (54) days from the Opening Notice.
- d) Only those who were members of the Party for at least twenty-one (21) days prior to the Nomination Meeting or, where there is more than one Nomination Meeting, prior to the first Nomination Meeting are eligible to vote. In addition, where the Opening Notice is given more than forty-two (42) days prior to the first Nomination Meeting, only those who were members of

the Party not more than twenty-one (21) days after the Opening Notice is given are eligible to vote. Any member whose membership has expired within the previous ninety (90) days of the first Nomination Meeting shall be eligible to vote provided that the member pays the appropriate membership renewal fee “at the door” in the amount and in the manner required by the Party, as in accordance with Section 4.2.7 of the Party Constitution.

- e) Each Nomination Contestant must be given the opportunity to address the membership at least once prior to the vote. Each Nomination Contestant shall be given equal time to speak, and the time may be used by the Nomination Contestant and/or introducer(s) as the Nomination Contestant may choose.
- f) The CNC shall appoint an impartial RO who shall be approved by the Executive Director or their designate. The name and contact information of the proposed RO shall be provided to the Executive Director or their designate via the CNC Chair. The RO shall supervise the voting and vote count, declare the nomination of the Party candidate. The RO shall keep in their possession related election materials used for the Nomination Meeting including membership lists and the cast ballots which will then be destroyed seven (7) days following the conclusion of the appeal periods as identified in Section 12 unless otherwise directed by the Executive Director or their designate.
- g) No official business other than the selection of a Candidate shall be conducted at the Nomination Meeting until after the vote for the candidate has been held.
- h) On the ballot, the Nomination Contestants shall be listed in alphabetical order by surname followed by first name if more than one (1) Nomination Contestant has the same surname and by first and second name if more than one (1) Nomination Contestant have similar surnames and first names.
- i) The EDA Board, after consultation with the CNC and no more than seven (7) days after the CNC has determined there has been no acclamation, shall pass a resolution setting out whether the Candidate will be selected by either:
  - (i) a sequential ballot, where, if after the first vote no Nomination Contestant receives more than fifty (50) percent of the valid votes cast, then the Nomination Contestant(s) receiving the least number of votes or failing to achieve a minimum of ten (10) percentage of vote shall be dropped and another vote taken. This process shall be repeated until one (1) Nomination Contestant receives more than fifty (50) percent of valid votes cast. A Nomination Contestant receiving more than (50) percent of valid votes cast shall be the Candidate; or
  - (ii) a single preferential transferable ballot wherein the voters numerically rank the Nomination Contestants in sequence of their choice, where, if after the first vote no Nomination Contestant receives more than fifty (50) percent of the valid votes cast, then the Nomination Contestant(s) receiving the least number of votes or failing to achieve a minimum of ten (10) percentage of vote shall be dropped and the ballots recalculated based on next choices for the dropped candidates. This process shall be repeated until one (1) Nomination Contestant receives more than fifty (50) percent of valid votes cast. A Nomination Contestant receiving more than (50) percent of valid votes cast shall be the Candidate.

- j) In Electoral Districts where factors such as geography, weather and transportation hinder members from attending at a single location, the Executive Director or their designate in consultation with the chair of NCSC, the President of National Council and the National Councillor(s) for the affected jurisdiction may direct, or, upon request from the EDA Board may authorize, that the selection of the Candidate take place at Nomination Meetings held at two (2) or more times and locations. The Executive Director or their designate in consultation with the chair of NCSC, the President of National Council and the National Councillor(s) for the affected jurisdiction will determine the method of balloting to be used in these circumstances.
- k) In the event the Executive Director or their designate in consultation with the chair of NCSC, the President of National Council and the National Councillor(s) for the affected jurisdiction has determined to allow multiple Nomination Meetings to occur at multiple times and/or locations, then all the deadlines, timelines and notice periods shall be based on the date of the first nomination meeting.
- l) Under extenuating circumstances other methods of balloting may be approved by the Executive Director or their designate in consultation with the chair of NCSC, the President of National Council and the National Councillor(s) for the affected jurisdiction.
- m) Ballots shall be marked in secret.
- n) Proxy voting is not permitted.
- o) The Executive Director or their designate in consultation with the chair of NCSC, the President of National Council and the National Councillor(s) for the affected jurisdiction will review if there are any significant religious holidays that may cause a change in the scheduling of a Nomination Meeting.
- p) Media may be allowed to attend the Nomination Meeting(s) at the discretion of the Executive Director or their designate in consultation with the chair of NCSC, the President of National Council and the National Councillor(s) for the affected jurisdiction.

#### **10) NOMINATION MEETING NOTICE**

- a) A Nomination Meeting Notice shall be given no more than four (4) days after the CNC has determined that no Nomination Contestant has been acclaimed.
- b) The Nomination Meeting Notice shall include the date, time and location of the Nomination Meeting(s) and shall be sent by any one (1) or combination of the following methods:
  - i. Regular mail sent to the member's address of record;
  - ii. E-mail sent to the member's e-mail address of record; or
  - iii. Live phone call to the member's phone number of record.

## **11) ABRIDGEMENT OF THE RULES**

- a) National Council authorizes that the Executive Director or their designate in consultation with the chair of NCSC, the President of National Council and the National Councillor(s) for the affected jurisdiction, may alter, abridge or suspend Sections 3, 5, 7 and 10 of the Rules as they see fit. Any such decision of the Executive Director or their designate in consultation with the chair of NCSC, the President of National Council and the National Councillor(s) for the affected jurisdiction shall be final and binding and is not subject to appeal or review on any grounds whatsoever.
- b) National Council may alter, abridge or suspend any of the Rules as it sees fit.

## **12) APPEAL PROCESS AND DISPUTE RESOLUTION**

- a) National Council hereby appoints, pursuant to Article 19.2 of the Constitution, the members of the Secretariat Committee to attempt to intervene to resolve any dispute referred to National Council pursuant to Article 19.1 as to whether the requirements of the Constitution, a by-law or any rules are being met by the EDA Board or any committee thereof in relation to the nomination process. However, for any dispute connected to the involvement of the CNC or NCSC in the disallowance of a nomination contestant, the sole remedy shall be the appeal process provided in Sections 12(c) and (d).
- b) Where the Secretariat Committee decides not to intervene or is unsuccessful in resolving a dispute described in Section 12(a) and the dispute remains outstanding, the Secretary shall forthwith report same to the Chair of the Arbitration Committee at which time the matter shall be deemed to stand referred to the Arbitration Committee pursuant to Article 19.3 of the Constitution for adjudication by a panel.
- c) Where the NCSC disallows the candidacy of any person before or after nomination by the EDA, that person may appeal to National Council by filing an appeal in writing with the Executive Director of the Party within twenty-four (24) hours of the disallowance having been successfully communicated to the person. The Executive Director shall bring any appeal to the attention of the President and Secretary of National Council forthwith.
- d) National Council shall determine expeditious procedures to be followed in an appeal, recognizing that disallowance is an act of discretion of the NCSC. The decision of National Council on an appeal shall be final and binding and is not subject to appeal or review on any ground whatsoever.
- e) If a Nomination Candidate wishes to appeal the conduct or the results of the Nomination Meeting, they must do so in writing within five (5) days of the Nomination Meeting to the Chair of the NCSC through the Executive Director. In the event of a Nomination process taking place over a number of days, they must file their appeal within five (5) days of the final meeting. The written appeal must clearly identify the issues being raised as well as provide any support of those issues for which they feel an appeal should be heard. If the Nomination Candidate is not satisfied with the decision of the NCSC on their complaints, they may appeal to the National Council whose decision shall be final and binding and is not subject to appeal or review on any grounds whatsoever.

### **13) BULK MEMBERSHIP PROCESSING PROCEDURES**

- a) Attached as Schedule L to these Rules are certain procedures governing the processing of membership applications received in bulk on behalf of EDAs, Applicants, and Nomination Contestants. By submitting an Application, each Applicant is deemed to be bound by these procedures; specifically the Applicant agrees that memberships processed by their campaign using the bulk membership procedures will be paid for with funds from the individuals seeking membership with their consent and not by the Applicant or Nomination Contestant or their campaign.

## **Appendix “C” Written Affirmation of Neutrality for Candidate Nomination Committee Members**

I, (name of the committee member) \_\_\_\_\_, affirm that I will remain neutral and impartial as a member of the Candidate Nomination Committee and that I will keep confidential any matters relating to this process. I will not attempt to become a Nomination Contestant in the Electoral District where I am serving this role or any other Electoral District and I will keep all personal information regarding potential candidates strictly confidential and perform my duties as set out in the nomination rules to the best of my abilities.

Failure to complete this affirmation will be taken as a resignation from the Committee.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SCHEDULE L

### BULK MEMBERSHIP SUBMISSION GUIDELINES

The Conservative Party of Canada allows memberships to be purchased in bulk by EDAs and Nomination Campaigns on behalf of those wishing to become members of the National Party.

Bulk memberships are memberships and fees collected and deposited by the EDA or Nomination Campaign. The EDA or Nomination Campaign deposits the membership fees received from individuals and issues a cheque from the EDA or Nomination Campaign bank account for those membership fees collected.

This allows an EDA or Nomination Campaign to accept payments that altogether include both a membership fee and donation, deposit these funds to their bank account and submit one cheque to the National Office that covers only the sum total of membership fees collected.

#### Submitting Bulk Memberships:

1. Bulk Membership packages must be submitted by a representative of the EDA or Nomination Campaign to Membership Services at 130 Albert Street, Suite 1720, Ottawa, ON K1P 5G4.
2. Memberships in the Conservative Party of Canada **will be considered effective as of the date they arrive at the National Office.** Where memberships are being submitted to the National Office to meet a deadline for membership, those memberships must be received by 5 PM EST/EDT the day of the deadline. Should the deadline fall on a weekend or statutory holiday, please ensure the membership submission will be delivered to the National Office during our regular office hours prior to the deadline.
3. All bulk membership purchases must be accompanied by a type-written Bulk Membership Summary Spreadsheet which summarizes the memberships being submitted. **Signed membership forms must also be submitted.**

We strongly suggest that EDAs and Nomination Campaigns keep a copy of all Bulk Membership Summary Spreadsheets and membership forms submitted for their records.

**Electronic versions of the Bulk Membership Summary Spreadsheet can be obtained by emailing [membership@conservative.ca](mailto:membership@conservative.ca).**

Payment for Bulk Memberships:

4. The Conservative Party will accept a cheque from the EDA or Nomination Campaign bank account as payment for bulk memberships. The full membership fee must be forwarded to the National Office. EDAs may not hold back their portion of the membership fee. Cheques should be made payable to Conservative Fund Canada.

Please Note...

Personal cheques, credit cards, money orders and cash will not be accepted as payment for bulk memberships.

5. Membership forms received by EDAs or Nomination Campaigns with personal credit cards or personal cheques made payable to Conservative Fund Canada from individuals are not required to be batched as bulk memberships. If you choose to batch these together, please use a separate Bulk Membership Spreadsheet for each payment type. (i.e. One spreadsheet for all of the memberships covered by the EDA or Nomination Campaign account cheque, one spreadsheet for all of the forms with personal credit cards and one spreadsheet for all of the forms with personal cheques attached.)

**As of January 2016, the Conservative Party of Canada no longer accepts cash payment for memberships. It is the responsibility of the collecting EDA or Nomination Campaign to ensure that all membership fees are paid by personal cheque, or personal credit card.**

6. Memberships will not be processed without valid payment. In the event of a deadline for membership submission **only those memberships received with accompanying valid payment will be said to have arrived on time.** If the form of payment is not valid (i.e. NSF cheque, post-dated cheque, credit card, money order, or cash), memberships will not be processed and will be returned to the individual whose name is supplied on the Bulk Membership Summary Spreadsheet. When contact information is missing, the package will be returned to the EDA Financial Agent.
7. Conservative Fund Canada is unable to process credit card donations on behalf of EDAs or Nomination Campaigns. Please ensure at the time of membership purchase that members wishing to make a donation to the EDA or Nomination Campaign

Candidate Nomination Rules and Procedures as adopted by National Council on  
December 27, 2017

make their cheque payable to the EDA or Nomination Campaign or that the EDA or Nomination Campaign is able to process credit cards for their own donations. In these cases, the EDA or Nomination Campaign should deposit the cheque or process the credit card and forward only the membership fee to the National Office.

#### Membership Terms:

8. All memberships sold by EDAs or Nomination Contestants must comply with regular Conservative Party of Canada Membership terms as follows:
  - Membership fees are \$15.00 for 1 year, \$25.00 for 2 years, \$35.00 for 3 years, \$45.00 for 4 years and \$50.00 for 5 years.
  - Membership in the Conservative Party may not extend past 5 years (i.e. those with existing 5 year memberships cannot renew until their 5 year membership has expired or they are within 3 months of the expiry date).
  - Memberships expire on the last day of the month throughout the calendar year, depending on the start date of the membership.
  - All members must agree with the founding principles of the Conservative Party of Canada.
  - Member must have reached the age of 14 and be a Canadian citizen or permanent resident of Canada.
  - Do not hold membership in another federal political party.
  - Members must pay the membership fee from their own funds.
9. Problem memberships, such as those that go past the 5 year limit or those that are not signed, will be returned to the individual that provided payment for the membership. If the payment was by personal cheque or personal credit card, a letter indicating the problem will be sent to the member directly. If the payment was provided by the EDA or Nomination Campaign, a letter indicating the problem will be sent to the contact name on the Bulk Membership Summary Spreadsheet. If no name is present, the information will be sent to the EDA Financial Agent.

#### Intention to Join the Party:

In order to process a membership, the member must show their intention to join the Conservative Party in one of the following ways:

- A membership form signed by the individual.
- Payment by personal cheque where the prospective member has signed the cheque.
- Payment by personal credit card, where the prospective member is the cardholder.
- In the case of a household/family membership, one family member may submit membership for him/herself and up to 5 other family member **provided the members live at the same address and are related**. The individual paying for the memberships must certify that the other household members meet the terms of membership (listed above), consent to joining the Conservative Party of Canada, and have paid for the membership with their own funds.
- Where the EDA or Nomination Campaign has received a membership fee by personal cheque or credit card and is depositing these fees into their accounts for future bulk submission, the National Office requires one of the following as proof of the member's payment and intention to join the Party:
  - i. a copy of the personal cheque or
  - ii. the credit card number with all but the last 4 numbers blocked out as well as the name on the credit card.

Please Note...

Bulk membership packages that are missing signatures or that do not prove the member's intention to join will be returned to the EDA or contact name on the bulk submission form and the **membership will not be processed**. Bulk membership packages that are received with missing payment or incorrect payment will be returned in full to the EDA or Nomination Campaign to be corrected before the memberships are processed. When contact information is missing, the package will be returned to the Financial Agent. These payment and intention issues must be corrected and re-submitted before the deadline to be eligible to vote in upcoming events.

Should you have any questions about the bulk membership submission guidelines, please do not hesitate to Contact Membership Services at the Conservative Party of Canada National Office. We can be reached at [membership@conservative.ca](mailto:membership@conservative.ca) or 1-866-808-8407.

			EDA Name*				EDA Number					
<b>Membership Summary Form</b>			Prepared/Submitted by*:				Contact Phone #*:					
			Role * please select from list				(daytime)					
			Mailing address:				Email Address*:					
All fields denoted by * must be completed.												
Each batch must not exceed 30 items.												
<b>NOTE: The CPC will only accept individual member's personal cheques, EDA cheques or Cheques written on a Nomination Bank account as payment for bulk memberships.</b>												
	<b>Last Name*</b>	<b>First Name*</b>	<b>Initial</b>	<b>Street # and Name*</b>	<b>City*</b>	<b>Prov*</b>	<b>Postal Code*</b>	<b>Area Code*</b>	<b>Phone #*</b>	<b>Membership Amount*</b>	<b>Donation Amount*</b>	<b>Total Payment Received*</b>
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<b>Number of Items in Batch</b>		0		<b>Must agree to the number of SIGNED/completed membership forms attached. All items not conforming will be returned.</b>								
<b>National Office Use only:</b>			CIMS Period:			EFFECTIVE DATE:						
Received by:				Checked by:				Processed by:		CIMS Batch #		
Date Received:				Date Checked:				Date Processed:		Approved by:		