

Conservative Party of Canada
Rules and Procedures for the Conduct of National
Council Business



(As revised and adopted by National Council, December 6, 2014)

NATIONAL COUNCIL
OF THE
CONSERVATIVE PARTY OF CANADA

Rules and Procedures for the Conduct of
National Council Business

Revised and Adopted by National Council, December 6, 2014

1. General

1.1. In these Rules,

1.1.1 “Constitution” means the Constitution of the Conservative Party of Canada;

1.1.2 “President” means the President of National Council elected pursuant to Article 8 of the Constitution;

1.1.3 “Vice-President” means the Vice President of National Council elected pursuant to Article 8 of the Constitution; and,

1.1.4 “Secretary” means the Secretary of National Council elected pursuant to Article 8 of the Constitution.

1.2. The business of National Council and its committees will be governed by Roberts Rules of Order Newly Revised where they are not inconsistent with the Constitution, these rules and procedures, or any special rules and procedures that National Council may adopt.

1.3. Unless the context requires otherwise, words and phrases used in these have the same meaning as in the Constitution.

2. Amendments to the Rules of Order

2.1. These rules can be amended at any regular meeting of the National Council, by two-thirds (2/3) vote of those present and voting, provided the amendment was distributed in writing at least seven (7) days prior to the meeting.

3. Presiding Officials

3.1. The President of National Council shall preside over its business and affairs.

3.2. In the absence of the President or if the President leaves the chair of a meeting of

National Council, the Vice President of National Council shall preside. In the absence of the Vice President or if the Vice President leaves the chair of the meeting then the Secretary of National Council shall preside.

3.3. When the President, Vice President, and Secretary are absent or step aside, another member of National Council selected by majority vote shall act as chair.

3.4. The chair may vote on motions, but shall leave the chair to participate in debate.

3.5. In the event of an unexplained absence of the President, the Vice President (or the Secretary in the absence of the Vice President) may not call a meeting to order until at least 15 minutes after the announced starting time.

4. Parliamentarian

4.1. The Executive Director shall act as Parliamentarian and offer procedural advice and support to National Council in conducting its business. In the absence of the Executive Director, the Secretary or the Party's Legal Counsel may act as the Parliamentarian.

5. Notice of Meeting

5.1. For a regular meeting of National Council or one of its committees, the notice of meeting should be sent no earlier than one month and no later than one week prior to the meeting. It should contain all information pertinent to the meeting.

5.2. In the case where an emergency meeting is required to handle a particular item, 24 hours notice should be provided. Once the meeting has been convened then the notice will have been waived.

5.3. An emergency meeting can be called upon by the President or the Leader and must be called upon by the written request of at least five (5) members of National Council to the Secretary or Leader as the case may be. The request must detail the purpose of the meeting and a recommended meeting date.

5.4 In the event of a meeting being conducted by e-mail for a specific matter, National Council can waive notice for the meeting. However, if three (3) members of National Council feel that the topic being dealt with is not appropriate to be conducted via e-mail, they may request a conference call of the full National Council to discuss the topic.

6. Quorum

6.1. A quorum of National Council is ten voting members.

- 6.2. If a quorum is present at the beginning of a meeting and some members leave, thereby reducing the number to less than a quorum but at minimum six (6), the meeting may continue only if two-thirds (2/3) of the remaining members agree to do so.
- 6.3. Members present at a meeting who declare a conflict of interest and thus refrain from debate and subsequent voting on a specific issue are still included in determining a quorum.

7. Meeting Attendance

- 7.1. Meetings may be held by teleconference, e-mail or face-to-face.
- 7.2. National Council may authorize one or more members of National Council to participate in the meeting via telephone.

8. Agendas

- 8.1. Each Agenda for a teleconference or face-to-face meeting of National Council should include a time allotment for each substantive item.

9. Minutes

- 9.1. Draft minutes for each meeting of National Council shall be prepared under the joint supervision of the Secretary and the President. The Secretary may designate another person to assist in the preparation of the draft minutes.
- 9.2. Once National Council has approved the draft minutes of a meeting, the Executive Director will distribute them to the presidents of all electoral district associations as soon as practical but not later than thirty (30) days from the date of approval.
- 9.3. The Executive Director shall distribute rules and procedures and bylaws adopted under Article 8.7 of the Constitution to the presidents of all electoral district associations within seven (7) days of the approval of the draft minutes of the meeting at which they were adopted.

10. Motions

- 10.1. All routine or non-contentious matters may be decided by consensus in the absence of a motion. The consensus shall be determined by the chair and announced by him or her at the conclusion of a discussion, except that if more

than three (3) voting members object to the chair's determination of consensus, the matter may only be decided by motion.

- 10.2. All motions shall be numbered consecutively according to a numbering system set by the Secretary of National Council.

11. Voting

- 11.1. The voting of National Council on motions shall be recorded in the minutes to indicate, by member of National Council, his/her vote on each motion, as follows: (i) In favour; (ii) Against; (iii) Abstained; (iv) Absent except that where a motion names a person to a position, the vote will be by secret ballot if requested by two or more voting members of National Council. A Returning Officer will be appointed for all secret ballots. Secret ballots are acceptable via fax under the security of the Returning Officer.
- 11.2. Proxy voting is not permitted at National Council meetings with the exception of the Leader who may vote by proxy.
- 11.3. Voting by e-mail may be conducted for an e-mail meeting of National Council.

12. Non-Voting Members

- 12.1. Non-voting members of National Council have all the rights and responsibilities of voting members of National Council except the right to vote.

13. Recess

- 13.1. The chair may declare a recess whenever he or she considers it prudent to do so.
- 13.2. A member of National Council may interrupt debate to move that a recess be declared. Such a motion requires a seconder and is fully debatable.
- 13.3. A recess is not to be more than 24 hours.

14. Next Meeting

- 14.1. The chair should coordinate the selection of the next meeting date before the current meeting is adjourned.

15. Visitors

- 15.1. Unless a majority objects, the chair may invite a visitor to attend and address a meeting, ask and answer questions, and take part in discussions.

16. Conflict of Interest

- 16.1. A member of National Council who has a conflict of interest shall declare this when the agenda is being approved, if possible, or at the first opportunity thereafter.
- 16.2. Those who declare a conflict of interest may neither speak nor vote on any motion or amendment made concerning the matter on which they have made the declaration.
- 16.3. The minutes must record all declarations of conflict of interest.

17. Language

- 17.1. Both English and French may be used in conducting the business of National Council.
- 17.2. Agendas, draft minutes and other documents shall normally be circulated in both official languages.
- 17.3. Where time does not permit documents to be circulated in both languages, those documents shall be brought forward in both languages at a subsequent meeting for approval.