



National Constitution and Policy
Committees Representative Election
Rules and Procedures

Adopted by National Council, May 8th 2021

Amended by National Council, June 3rd
2021

1. General Provisions

- 1.1. In the event of any conflict between the Constitution of the Conservative Party of Canada and these Rules and Procedures, the Constitution of the Conservative Party of Canada shall prevail.
- 1.2. Definitions of any terms contained herein shall adopt the same definition as given in the Constitution of the Conservative Party of Canada.
- 1.3. Any amendment to these Rules and Procedures will not take effect until published on the party website (with date of amendment). Further, the amended Rules and Procedures will be circulate to all those affected; individuals who have made a Candidate Filing, Candidates, EDA Presidents, and all party members.

2. Returning Officer

- 2.1. National Council, on the joint recommendation of the Chair of National Policy Committee and the Chair of National Constitution Committee, shall appoint the Returning Officer for the election of representatives selected by the presidents of electoral district associations to the National Constitution and Policy Committees.
 - 2.1.1. The returning officer may make any and all decisions in the best interest of the party.
- 2.2. The Returning Officer shall:
 - 2.2.1. Oversee the election process to ensure that the process is fair, impartial and conducted in accordance with these Rules and Procedures; and,
 - 2.2.2. Remain impartial throughout the election process.
 - 2.2.3. Notwithstanding Sec.2.2.1, the Returning officer will have discretion to amend rules and/or waive requirements under section 4 as they see fit to adapt to unforeseen circumstances, in consultation with the Chair of NPC and the Chair of NCC.

3. Representation

- 3.1. The presidents of the electoral district associations in each province shall elect the same number of representatives to the National Constitution and National Policy Committees as the number of representatives of that province on National Council;
- 3.2. The presidents of the electoral district associations of the three territories shall elect one (1) representative to each of the National Constitution and Policy Committees.

4. Candidate Eligibility

- 4.1. In order to stand for election as a representative selected by the presidents of electoral district associations to the National Constitution

or Policy Committee, an individual must:

- 4.1.1. Be ordinarily resident in the province or the three territories as the case may be, in which they are seeking election;
- 4.1.2. Be in compliance with Sec.13.3 and Sec.16.6 of the Constitution.
- 4.1.3. Submit, by collated email, to the Returning Officer via executivedirector@conservative.ca an original and complete Candidate Filing (Form A) not later than 5:00 PM EDT on Tuesday, June 15, 2021.
- 4.1.4. Submit, as part of the Candidate Filing, the endorsement of a minimum of fifteen (15) Members in good standing of the Conservative Party of Canada resident in the province in which the individual is seeking election, or ten (10) Members in good standing of the Conservative Party of Canada resident in any of the three territories as the case may be; and
- 4.1.5. Submit, as part of the Candidate Filing, his/her name, contact information and a brief biography using space provided on the Candidate Filing Form A.
- 4.1.6. Prior to assuming office, sign and return the National Council Code of Conduct form to the Returning Officer. Be a member in good standing for 6 months at the time the election process has commenced. If the applicant has been disqualified from any previous election process of the Party, the applicant must receive a waiver from the Returning Officer in order to stand for election.
- 4.1.7. The returning officer retains full and sole discretion to reject an applicant's eligibility on grounds solely determined by the returning officer.

5. Candidate Certification

- 5.1. Upon receiving a Candidate Filing, the Returning Officer shall confirm with the individual that their submission is complete (Form B) or, where the submission is incomplete, shall return the submission to the individual.
- 5.2. In the event that a submission is received on Tuesday, June 15, 2021 and is incomplete, the individual shall be ineligible to stand for election.
- 5.3. The Returning Officer shall certify all eligible Candidates who meet the criteria of Article 3 by Tuesday, June 22, 2021 and shall inform the Returning Officer to deliver to all Certified Candidates a Candidate Certification (Form C).

6. Lists

- 6.1. No later than Tuesday, June 29, 2021, the Executive Director shall provide each Candidate with a list of the Presidents of the Electoral District Associations for the province or territory in which they are seeking election.

- 6.2. The Executive Director shall ensure that the list of Presidents include the Electoral District, and that a reasonable attempt is made for the list of Presidents to include the name, residential mailing address, primary telephone number, and primary email address.
- 6.3. Candidates shall ensure that the list is used only for purposes of their election to the National Policy Committee or the National Constitution Committee, and shall not retain, copy, or distribute the list after the election has concluded.

7. Voting Procedures

- 7.1. Voting shall be conducted electronically under the supervision of the Returning Officer.
- 7.2. The Returning Officer may appoint deputy returning officers to assist with the voting process.
- 7.3. On or before Tuesday, June 29, 2021, the Returning Officer shall certify a list of voters for the election consisting of the presidents of the electoral district associations listed in the records of the National Office as of June 29, 2021.
 - 7.3.1. If an EDA President is certified as a candidate pursuant to Article 5 of these Rules, the Vice-President of the EDA shall assume full authority to vote for the respective EDA. If the Vice-President is unable to fulfill this responsibility, the authority to vote shall fall to the Secretary of the EDA.
- 7.4. On or before Tuesday, July 6, 2021 the Returning Officer shall send each voter a voter package by email containing the following items:
 - 7.4.1. These rules and procedures;
 - 7.4.2. A list of the Certified Candidates for the voter's province or the three territories, as the case may be;
 - 7.4.3. A copy of the information submitted under section 3.1.4 by the Certified Candidates for the voter's province or the territories, as the case may be;
 - 7.4.4. Instructions on how to vote for candidates.
- 7.5. The package referred to in Section 7.4 may contain other information relating to Party activities.
- 7.6. Each voter may vote for as many Certified Candidates as are electable from his/her province/territory, but not more.
- 7.7. At 9:00 AM EDT on Friday, July 16, 2021, the Returning Officer shall close the voting.
- 7.8. The Returning Officer and one or more deputy returning officers shall tally the votes for each Certified Candidate.
- 7.9. At the conclusion of the tally, the Returning Officer shall certify the results of the count and report the same to all certified candidates and National

Council.

8. Candidate Withdrawal

- 8.1. Withdrawals by candidates shall be accepted provided that the Notice of Withdrawal (Form D) is signed by the Candidate and is emailed to the Returning Officer no later than 5:00 PM EDT on Monday, July 5, 2021.

9. Dispute Resolution

- 9.1. Disputes related to the election pursuant to these rules must:
 1. be submitted, in writing, to the Secretariat Committee of National Council by a Certified Candidate by 5:00 PM EDT on Monday, July 27th, 2021.
 2. detail the nature of the dispute.
- 9.2. The Secretariat Committee shall arbitrate any dispute that arises and any decision of the Secretariat Committee with respect to the dispute is final, binding and not subject to appeal.



CONSERVATIVE

CANDIDATE APPLICATION FOR THE
ELECTION OF REPRESENTATIVES TO THE
NATIONAL CONSTITUTION AND POLICY COMMITTEES

Submit to: Returning Officer
c/o executivedirector@conservative.ca

Deadline: 5:00 PM EDT on Tuesday, June 15, 2021

APPLICANT INFORMATION SHEET

CANDIDATE FOR: NATIONAL CONSTITUTION COMMITTEE
NATIONAL POLICY COMMITTEE

Note: This sheet will be copied and circulated to the presidents of the Electoral District Associations in your province or the three territories.

Name: _____

Address: _____

Home Phone _____

Business Phone: _____

Cell Phone: _____

Email address: _____

Brief Biography

[illegible]

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, and the rules and procedures for the election of representatives to the National Constitution and Policy Committees.

Signed:

Date:

Received:

By:

ENDORSEMENT OF CANDIDACY

The undersigned Members in good standing of the Conservative Party of Canada support the application of _____

who is seeking election as a representative to the National Constitution Committee and/or National Policy Committee of the Conservative Party of Canada.

[illegible]

Email Nomination Attestation

I, _____, (name of member) certify by sending this email form, that I have been a member in good standing for at least twenty-one (21) days prior to submitting this email form and that I endorse the nomination of _____ who wishes to seek election to the National Policy Committee and/or National Constitution Committee of the Conservative Party of Canada.

Name: _____ (Required)

Address: _____ (Required)

Home Phone: _____

Business Phone: _____

Cell Phone: _____

E-Mail: _____ (Required)

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CONFIRMATION OF RECEIPT

I, _____, Returning Officer for the Election Process, wish to confirm that I have received, in accordance with the *Rules and Procedures for the Election of Representatives to the National Constitution and Policy Committees*, a completed Candidate Application for _____ for election to the

_____ National Constitution Committee

_____ National Policy Committee

Signed:

Date:

CANDIDATE CERTIFICATION

To: _____

Dear, _____:

I, _____, Returning Officer for the
Election Process, wish to advise you that you have been confirmed as a Certified
Candidate for election as a representative to the:

_____ National Constitution Committee

_____ National Policy Committee

Signed:

Date:

NOTICE OF WITHDRAWAL

I, _____, voluntarily and formally withdraw as a
Candidate for the Election of Representatives to the National Constitution or
Policy Committee.

_____ National Constitution Committee

_____ National Policy Committee

Signed:

Date:

Received:

By:

WAIVER REQUEST FORM

I, _____, request that Article(s) _____
of the requirements to stand for election to NPC and/or NCC be waived.

The reason I am unable to fulfill this requirement is as follows:

Signed: _____

Date: _____

Waiver granted (sign): _____

Waiver not granted (sign): _____

Date: _____