

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



(As revised and adopted by National Council, March 18, 2023)

NATIONAL COUNCIL  
OF THE  
CONSERVATIVE PARTY OF CANADA

Rules and Procedures for the Conduct of  
National Council Business

Revised and Adopted by National Council, March 18, 2023

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 and 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.
- 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. Upon a majority of those present and voting, the chair or any member of National Council 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. Any member of Council can request the presence of a translator to render services in English or French, subject to reasonable costs to be borne from the National Council budget

17.3. Agendas, draft minutes and other documents shall normally be circulated in both official languages.

17.4. 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.

#### 18. Committees

18.1. Subject to Article 8 of the Constitution, no later than the first National Council meeting after the election of the President, National Council shall elect, by majority vote of National Council members present and voting:

18.1.1. A schedule of Standing Committees to serve until the conclusion of the next National Convention, subject to committee requirements as set out in the Constitution;

18.1.2. The Chair (and if applicable Vice-Chair) of each Standing Committee; and

18.1.3. The National Council membership of each Standing Committee.

18.2. At any meeting of National Council, Ad Hoc Committees of National Council may be appointed, by majority vote of National Council members present and voting, to deal with emerging issues not contemplated when National Council approved the schedule of Standing Committees.

18.3. No fewer than three National Council members, elected in accordance of Articles 8.1.1 through 8.1.5 of the Constitution, shall serve on a National Council Standing or Ad Hoc Committee.

- 18.4 With the exception of the President, no National Councillor shall serve on more than four standing committees concurrently. Membership on a Regional Committee does not count towards this maximum.
- 18.5 Quorum for Standing or Ad Hoc Committees shall be a majority of voting members present.
- 18.6 The President is an ex officio member of all Standing or Ad Hoc Committees. The President is eligible to vote at all Committee meetings, but shall not be counted towards a Quorum for Committee meetings.
- 18.7 In the event of any vacancy on a National Council Committee, with the exception of the National Policy Committee, National Constitution Committee and non-National Council members of Liaison Committees with Caucus and Conservative Fund Canada, National Council shall elect, by majority vote of National Council members present and voting, a replacement member.
- 18.8 National Council may elect additional National Council members to Standing or Ad Hoc Committees
- 18.9 National Council may remove any National Council member of a Standing or Ad Hoc Committee by a two-thirds vote of National Council members present and voting at a meeting of National Council called for that purpose.
- 18.10 Each Standing and Ad Hoc Committee is responsible for developing and submitting Terms of Reference to provide the Committee's mandate, activities and membership structure to National Council for approval.
- 18.11 Each Standing Committee shall meet no fewer than four times, either in person or by teleconference, in a calendar year. National Council may, by majority vote of National Council members present and voting, exempt a Committee from this requirement in the event of a general election, leadership election or a public health and safety emergency. Ad Hoc Committees may meet at a schedule it deems appropriate, subject to any direction from National Council.
- 18.12 Each Standing and Ad Hoc Committee shall provide approved minutes of its meetings to National Council.
- 18.13 Within 30 days before a Convention, the Chair of each respective committee shall consolidate all documents of the committee, in an electronic format and deposit them with the Executive Director or designate. Documents can include minutes of meetings, working documents, dossiers and all over relevant material for future committee deliberations.
- 18.14 The Executive Director shall allocate staff support to each Standing Committee.

## 19. Removal from Office

- 19.1. A member elected to National Council under Sections 8.1.1 to 8.1.5 of the Constitution may be removed from office by a 2/3 majority vote of the members

eligible to vote in the proceedings, when one or more of the following has occurred:

- 19.1.1. Breach of trust and confidentiality of National Council and its deliberations;
  - 19.1.2. Breach of a provision of the National Council Code of Conduct;
  - 19.1.3. Been absent for the minimum of four or more consecutive meetings, or a full calendar year;
  - 19.1.4. In the instance of members elected under 8.1.5. of the Constitution, a 2/3 majority of EDA board members;
- 19.2. The proceedings for removal of a member will be conducted in the following manner as outlined in the Schedule.



**Schedule 1**  
**Procedures for Removal from Office**

1. A motion to remove a member of National Council, or any office holder under Article 8.6 of the Constitution, must be moved and seconded by two voting members of National Council.
2. All members, including the member in question must be provided proper notice for a meeting to be held within 48 hours.
3. The member in question, and the mover and seconder, shall not serve as the presiding official for these proceedings and shall be determined as outlined in the aforementioned Section 3.
4. The mover and the seconder will be allowed a maximum of 10 minutes to present their rationale.
5. The member in question will then have a right of response for a maximum of 10 minutes.
6. Members shall have an opportunity for questions and answers for a combined maximum of 30 minutes.
7. Voting shall be done in accordance with section 8 of the Constitution.
8. The member in question shall not be entitled to a vote.
9. The presiding official shall only vote in the event of a tie.
10. In the event of proceedings against multiple members, all members shall be entitled to vote on the other members in question, regardless of the results of their own proceedings until the conclusion of the meeting.
11. National Council, on approval of two-thirds (2/3) of its current voting membership (not including those on leave of absence) present and voting may remove a National Council member whose conduct is judged improper or unbecoming, or likely to adversely affect the interest or reputation of National Council, the Leader, or the Party, at a meeting called for that purpose.
12. National Council, on approval of a majority of its current membership (not including those on leave of absence) present and voting may suspend a National Council member whose conduct is judged improper or unbecoming, or likely to adversely affect the interest or reputation of National Council, the Leader, or the Party, at a meeting called for that purpose.