



National Constitution and Policy
Committees Representative By-Election
Rules and Procedures

August 21, 2025

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 circulated 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 / or the Chair of National Constitution Committee (as the case may be), shall appoint the Returning Officer for the election of representatives selected by the presidents of electoral district associations to the National Constitution and / or National Policy Committee(s).
 - 2.1.1. The returning officer has discretion to make 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. The Returning officer will have discretion to amend rules and/or waive requirements under section 3 as they see fit to adapt to unforeseen circumstances, in consultation with the committee chairs of National Council.
 - 2.2.4. The Returning Officer, in consultation with the Chair of National Policy Committee and / or the Chair of National Constitution Committee (as the case may be) shall set all relevant dates associated with these Rules.

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.

- 3.3. The presidents of the relevant electoral district associations shall elect representatives in any by-election.

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 to the Returning Officer via returningofficer@conservative.ca an original and complete Candidate Filing (Form A) not later than 5:00 PM EDT on **September 30, 2025**.
 - 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 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 NPC/NCC Code of Conduct form to the Returning Officer.
 - 4.1.7. 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.
 - 4.1.8. 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 **September 30, 2025** 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 4 by **September 30, 2025** and the Returning Officer to deliver to all Certified Candidates a Candidate Certification (Form C).

6. Lists

- 6.1. No later than **October 3, 2025**, the Returning Officer 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 Returning Officer shall ensure 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 **October 3, 2025**, 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 **September 1, 2025**.
- 7.4. On or before **October 7, 2025** the Returning Officer shall send each voter a voter package containing the following items:
 - 7.4.1. These rules and procedures;
 - 7.4.2. A ballot listing 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 **October 20, 2025**, 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 4:30 PM **October 6, 2025** .

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 October 27, 2025.
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.



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

Submit to: Returning Officer
c/o_returningofficer@conservative.ca

Deadline: 5:00 PM EDT on **September 30, 2025**

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 (Endorsement of Candidacy)

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: _____