

**Delegate Selection Rules for the
Conservative Party of Canada 2021 National Convention**



Approved by National Council November 2020

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1. GENERAL

- 1.1. The following rules and procedures for selecting Delegates (as defined below) for the 2021 National Convention have been adopted by the National Council of the Party (as defined below) pursuant to Articles 4.2 and 7.5.1 of the *Constitution* (as defined below).

2. DEFINITIONS

- 2.1 “automatic delegate” means the EDA President and the Official Candidate as per Sections 7.5.1 and 7.5.2 of the *Constitution*.
- 2.2 “Board” means the board of directors of the EDA;
- 2.3 “Chair” means the Returning Officer of the Delegate Selection Method;
- 2.4 “*Constitution*” means the Constitution of the Party;
- 2.5 “Convention” means the convention of the Party scheduled for March 2021;
- 2.6 “Credentials Committee” means an ad-hoc committee formed by the National Council of the Party consisting of a National Council member not seeking re-election, the Executive Director or their designate, and a representative of the Conservative Fund;
- 2.7 “Delegate Applicant” means a member who has completed the requirements contained herein, prior to any deadline, to become a delegate;
- 2.8 “Delegate Applicant Statement” means a written statement, not exceeding 200 words, wherein the Delegate Applicant explains why they should be selected as a delegate;
- 2.9 “EDA” means an electoral district association of the Party;
- 2.10 “EDA President” means the president of an EDA;
- 2.11 “Executive Director” means the Executive Director of the Party;
- 2.12 “Member” means a member of the Conservative Party of Canada as defined under Article 4 of the *Constitution*;

- 2.13 “Party” means the Conservative Party of Canada;
- 2.14 “Regional Organizer” means the staff of the Party in the field, as designated by the Executive Director;
- 2.15 “Returning Officer” means the Executive Director of the Party or her designate who has the responsibility to conduct and oversee the voting process for Delegate Selection;
- 2.16 “Rules” means these rules and procedures.

3. TIMING OF DELEGATE SELECTION

- 3.1 Any member may apply to become a Delegate from their EDA, by 8:00 pm ET January 15, 2021.
- 3.2 If submitting by 8:00 pm ET January 15, 2021, for any given EDA, there are 10 delegate applicants or fewer, including at least one Youth delegate, the delegate applicants will become delegates for their electoral district, and no further delegate selection shall be required.
- 3.3 EDAs for which there are more Delegate Applicants than the allotted 10 delegate positions (including the Youth Delegate position) will proceed with Delegate Selection between January 18 and February 15, 2021.
- 3.4 The Regional Organizer shall determine the voting period of Delegate Selection for each EDA in accordance with these Rules. Prior to setting the Delegate Selection period, the Regional Organizer shall consult with the EDA Board to ensure the date accommodates other events / observances.
- 3.5 The voting period and method for Delegate Selection shall occur no sooner than at least three (3) days from the notice provided for in section 4 (the “commencement of voting”), and remain open for a period of four (4) days until (the “close of voting”).

4. NOTICE

- 4.1 Prior to January 4, 2021, the Party shall send out, by e-mail, to every member of the Conservative Party of Canada notice that they may apply as Delegate Applicants, with a link to these Rules.

- 4.2 Within three (3) days of the Delegate Application deadline of January 15, 2021, the Party shall notify all Delegate Applicants if a Delegate Selection vote is required for their EDA.
- 4.3 At least three (3) days prior to the commencement of voting for Delegate Selection, the Party shall provide to all EDA members of record, notice as to the commencement of voting. This notice will include any advance registration requirements that must be completed prior to the Commencement of Voting in order to be eligible to vote. Notice of all voting periods for the respective EDA shall be sent to all members in the electoral district by the following method:
- 4.3.1 e-mail sent to the member's e-mail address of record (if the e-mail is returned it will be deemed not to have been sent as the address is no longer valid); or
- 4.3.2 a phone call to the member's phone number of record, with a voicemail message if the call is not answered.
- 4.4 Reminder notices for Delegate Selection voting of the EDA may be sent to all members via any telephonic or electronic means of communication, as appropriate.

5. RETURNING OFFICER

- 5.1 The Regional Organizer or their designate shall act as Returning Officer who shall oversee the voting process for Delegate Selection in applicable EDAs.

6. MEMBERSHIP ELIGIBILITY

- 6.1 Subject to the specific provisions provided for in these Rules, the provisions of the *Membership Bylaw* generally apply.
- 6.2 Pursuant to Article 4.2 of the Constitution and section 6.1 of the *Membership Bylaw*, an individual must be a member of the Party for at least twenty-one (21) days prior to the commencement of a Delegate Selection vote. In particular, for new members, the membership application and fee must have been received at Party headquarters in Ottawa by 5 p.m. Eastern Time (ET) at least twenty-one (21) days prior to the commencement of voting. Where the membership cutoff date would fall on a Saturday or Sunday, the membership application and fee must be received at the Party headquarters by 5:00 p.m. ET on the Friday prior.

- 6.3. For the purposes of accrediting members as Delegate Applicants, the following must be provided:
- 6.3.1 one original piece of identification issued by a Canadian federal, provincial or territorial government agency containing the member's photograph, name and address; or
 - 6.3.2 two original pieces of identification, both of which contain the member's name, one of which contains the member's photograph and one of which contains the member's address.
- 6.4 Identification requirements shall be subject to the exercise of discretion by the returning officer to waive specific requirements where exceptional circumstances warrant.
- 6.5 In addition, the following pieces of identification may be used:
- 6.5.1 membership card of the Party; and
 - 6.5.2 any other form of identification deemed acceptable by the Returning Officer.

7. DELEGATE ELIGIBILITY

- 7.1 In order to be eligible to stand for election as a delegate, an individual must:
- 7.1.1 subject to section 7.1.3, be a member in good standing of the Party for that EDA, consistent with section 6.2 of these Rules;
 - 7.1.2 have been member of the Party for at least twenty-one (21) days prior to the Delegate Application deadline of January 15, 2021, or, to allow for inadvertent delays in renewal of membership, be a member in good standing of the Party as of the commencement of voting and was a member of the Party at some point during the previous ninety (90) days;
 - 7.1.3 notwithstanding section 7.1.1, be ordinarily resident in the electoral district of the EDA for which they are seeking to become a delegate at the time of the Delegate Selection or have been elected to be a member of the Board of that EDA at its preceding annual general meeting and remain a member of the Board at the time of the commencement of voting; and

- 7.1.4 submit to the Party through the party's website, a completed form substantially in the format set out in Appendix A, which shall then be provided to the Returning Officer by the Party; and
- 7.1.5 remit to the Conservative Fund Canada, the entirety of the sum of the Registration Fee by way of personal credit card, personal cheque or personal money order.
- 7.1.6 Failure to meet any of the criteria in section 7.1 by the Delegate Application deadline will result in the member not being allowed to stand for election as a delegate or alternate; and
- 7.2 The Returning Officer, on a case by case basis in consultation with the Executive Director, may waive the requirement in section 7.1.4. The Executive Director shall notify the Chair of the Credentials Committee when a waiver was granted and the reason for the waiver.
- 7.3 All individuals in an EDA that meet the criteria of section 7 of these Rules shall be deemed as "nominees" for sections 8 through 12.

8. DELEGATE SELECTION

- 8.1 If there are less than, or equal to the maximum number of delegates as defined by section 7.5.1. of the *Constitution* who meet the eligibility criteria in section 7 at the Candidate Application deadline then all nominees will be acclaimed.
- 8.2 If there are more nominees than the maximum number of delegates as defined by section 7.5.1. of the *Constitution* who meet the eligibility criteria in section 7 at the Delegate Application deadline, then voting shall proceed as follows:
 - 8.2.1 The selection of delegates and alternate delegates shall be by secret electronic ballot in EDAs with more nominees than the maximum number of delegates;
 - 8.2.2 The ballots will be distributed to all eligible voters under section 6.2 of these Rules to their registered email address;
 - 8.2.3 The email which contains the ballots will also contain a consolidated list of all nominees and Delegate Applicant Statements as submitted through Appendix A;

- 8.2.4 Under extenuating circumstances other methods of balloting may be approved by the Returning Officer or the Executive Director without need for additional consultation;
- 8.2.5 Pursuant to Article 5.3 of the *EDA Constitution*, proxy voting is not permitted.
- 8.2.6 The selected delegates and alternate delegates shall be determined as follows:
- 8.2.6.1 the nominee who has received the greatest plurality of the vote at the conclusion of the voting period and who is not more than twenty-five (25) years of age, as of the last day of Convention (March 20, 2021), shall be elected as a delegate;
- 8.2.6.2 of the remaining nominees, the nine (9) who have received the greatest plurality of votes at the conclusion of the voting shall be elected as delegates;
- 8.2.6.3 the remaining nominees shall be elected as alternate delegates; and
- 8.2.6.4 in the case of a tie, an electronic drawing of lots by the Returning Officer will break the tie.
- 8.3 In accordance with Article 7.5.1 of the *Constitution*, the President of the EDA as of the commencement of the voting period (January 15th, 2021) shall be deemed to be an automatic delegate for the EDA, subject to section 7 of these Rules.
- 8.4 In accordance with Article 7.5.2 of the *Constitution*, the official candidate of the Party for the EDA in the preceding federal election, or the then current nominated candidate of the Party for the EDA at the time of commencement of the voting period (January 15th, 2021) shall be deemed to be an automatic delegate for the EDA, subject to section 7 of these Rules.

9. REPORTING

- 9.1 Within forty-eight (48) hours after the close of voting, the Returning Officer shall transmit, by way of email, to all nominees; the selected delegates, alternates (according to rank of votes received in descending order – from most votes to least votes) and automatic delegates selected under section 8.

- 9.2 Within forty-eight (48) hours after the close of voting, the Report of Delegate and Alternate Delegate status for the EDA shall be completed and signed by the Returning Officer and submitted by direct entry into the Party's on-line reporting tool.

10. DISPUTE RESOLUTION

- 10.1 Any protest regarding delegate selection prior to or after the close of voting must:
- 10.1.1 be received by the Chair of the Credentials Committee by email within twenty-four (24) hours of the date and time the results are released.
 - 10.1.2 be signed by ten (10) members of the EDA; and
 - 10.1.3 set out in detail the nature of the protest and the names, addresses and telephone numbers of all persons who are parties to the protest.
- 10.2 The decision of Credentials Committee with respect to any such protest is final and binding and is not subject to appeal or review on any grounds.

11. APPOINTMENT OF DELEGATES TO OPEN POSITIONS

- 11.1 If an elected delegate or alternate becomes unable to attend the Convention, or the delegate positions could not be filled at the time of Delegate Selection, the EDA President and Regional Organizer may submit a signed copy of the Delegate Resignation and Appointment Form (Appendix B) to the Credentials Committee.
- 11.2 The youth delegate may only be replaced by an alternate or appointed delegate who meets the youth age requirement.
- 11.3 The appointed delegate may not supersede the elected delegates or alternates. All elected delegates and alternates shall move up in position upon the resignation of a delegate position. The appointed delegate shall fill the vacant position at the bottom of the list.
- 11.4 Delegate Resignation and Appointment Form must:
- 11.4.1 be signed by the resigning delegate, if applicable, and the EDA President.
 - 11.4.2 be received by the Chair of the Credentials Committee by email no later than 23:59 ET on February 28, 2021.

12. REFUND OF REGISTRATION FEE FOR NOMINEES

- 12.1 In the event of a nominee that met the eligibility under section 7 of these Rules, including the payment of the registration fee, but was not elected as a Delegate under section 8.2.6.1 or 8.2.6.2, the nominee will be eligible for a full refund upon submission of Appendix C to the Party.
- 12.2 Nominees that met the eligibility under section 7 of these Rules, including the payment of the registration fee, and were elected as a Delegate under section 8.3.6.1 or 8.3.6.2 will not be eligible for any refund, even if there is a submission of Appendix B.

13. ALTERATION

- 13.1 Subject to the *Constitution*, the Credentials Committee, in consultation with the Executive Director, may on a case by case basis alter, extend, abridge or suspend these Rules except section 10.
- 13.2 These Rules may be amended at any time by National Council.

APPENDIX A

DELEGATE CANDIDATE INFORMATION:

EDA:

Name:

Phone Number:

Membership Number:

Home Address:

Date of Birth*: (*Required if you are seeking the Youth delegate position, or Youth registration rate)

Email:

Delegate motivation: (Limit of 200 words)

Payment of the Registration Fee:

APPENDIX B

Pursuant to section 11, The EDA president together with the Regional Organizer may appoint delegates to fill unelected or resigned delegate positions. All appointment forms must be received no later than 23:59 ET on February 28, 2021.



Appendix B - Delegate Resignation and Appointment Form

EDA Name: _____

I, _____ wish to resign my position as an elected Delegate. **Membership #:** _____

Signed: _____
(Signature – Resigning Delegate)

Date: _____

I, _____ hereby appoint _____ to the
(EDA President – please print) (Name of appointee please print)

Vacant / resigned position of Delegate/Alternate. I understand that appointed delegates may not supersede elected delegates and alternates. If available delegate spots are open, the appointee shall be placed on the list in the 1st open position following the last elected or appointed delegate.

Appointee Membership #: _____ **Appointee Email Address:** _____

AUTHORIZED BY: _____
(Signature of EDA President)

Date: _____

(Signature of Regional Organizer)

Date: _____

Submit this form to Conservative Party of Canada, attn.: Credentials Committee
1720-130 Albert St, Ottawa, Ontario, K1P 5G4 or
Email to credentials@conservative.ca no later than 23:59 ET on February 28th, 2021.

Forms received after 23:59 ET on February 28th, 2021 will not be processed.



APPENDIX C

EDA Name: _____

I, _____ wish to resign my position as an elected Alternate and request a full refund of the delegate fee.

I understand this means I will not receive credentials to view the proceedings of the convention.

Membership #: _____

Signed: _____
(Signature – Resigning Alternate)

Date: _____