



CONSERVATIVE

Rules and Procedures for the Election of National Council

Adopted by National Council on **December 12th, 2020**

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1. DEFINITIONS

- 1.1. “Candidate” means an individual who is certified under these Rules as a candidate for election to National Council;
- 1.2. “Collated Email” means one singular email message containing one or more scanned signature pages or “Email Nomination Signatures” in lieu of signature pages or any combination thereof attached to the email. The “Collated Email” may also include any other required filings associated with the Candidate’s application package as attachments.
- 1.3. “Constitution” means the Constitution of the Party;
- 1.4. “Convention” means the national convention of the Party, to be held in March 2021.
- 1.5. “Delegate” means a delegate to the Convention as determined by the Credentials Committee of the Convention pursuant to the Constitution and the Rules and Procedures for Delegate Selection Meetings or Delegate Selection Method;
- 1.6. “Electronic Fund Transfer” (EFT) also known as a “wire transfer” means to send money to a Canadian financial institution by way of a wireless mechanism. This may be used for the purpose of providing a compliance deposit to the Conservative Fund Canada. For information on sending an EFT ‘wire transfer’ contact executivedirector@conservative.ca.
- 1.7. “Email Nomination Signature” means a nomination declaration received by way of an email where the email address and other personal identification requirements contained in the email correspond to the individuals’ identification in the CIMS database of the Party.
- 1.8. “Nomination Declaration” means the member in good standing of the Conservative Party of Canada who certifies by email that they have been a member in good standing for at least twenty-one (21) days prior to sending an email inclusive of an “Email Nomination Signature” indicating that they endorse the nomination of, an individual – (named in the email) – who wishes to seek election to the National Council of the Conservative Party of Canada. (See Form A-Email)
- 1.9. “Party” means the Conservative Party of Canada;
- 1.10. “Province” means, except where the context otherwise provides, a province or territory;
- 1.11. “Returning Officer” means the Returning Officer for the National Council election appointed pursuant to Article 8 of the Constitution;
- 1.12. “Rules” means these rules and procedures.

2. RETURNING OFFICER

2.1. The Returning Officer shall:

2.1.1. oversee the conduct of the election of National Council at the Convention and ensure that the process is fair, impartial and conducted in accordance with these Rules;

2.1.2. remain impartial throughout the election process.

2.2. All submissions to the Returning Officer to be made pursuant to these Rules prior to the Convention shall be sent to:

Returning Officer, National Convention
Conservative Party of Canada
1720 – 130 Albert Street
Ottawa, Ontario
K1P 5G4
executivedirector@conservative.ca

3. NATIONAL COUNCIL REPRESENTATION

3.1. The following positions on National Council shall be elected at the Convention by delegates from the corresponding province or territories:

3.1.1. one from a province with 4-25 seats in the House of Commons;

3.1.2. two from a province with 26-50 seats in the House of Commons;

3.1.3. three from a province with 51-100 seats in the House of Commons;

3.1.4. four from a province with more than 100 seats in the House of Commons;
and

3.1.5. one from each territory.

4. CANDIDATE ELIGIBILITY

4.1. In order to stand for election to the National Council, an individual must:

4.1.1. Submit to the Returning Officer by mail, email, courier, or any combination thereof a complete National Council Candidate Filing (Form A) not later than 5 p.m. ET on February 11th, 2021 which shall include:

- 4.1.1.1. The nomination by a minimum number of members in good standing of the Party resident in the province for which the individual is seeking election; this minimum number shall be five times the number of electoral districts in that province but which need not exceed fifty (50) signatures or “Email Nomination Signatures or combination thereof which may be submitted by way of a collated email;
 - 4.1.1.2 A five hundred (\$500.00) dollar compliance deposit, payable by cheque or “Electronic Fund Transfer” (EFT) to the “Conservative Fund Canada in Trust”, which amount shall be returned to the individual, (i) immediately, if they are not certified as a candidate, or (ii) after the Convention or their withdrawal as a candidate provided that they comply with these Rules and any other related procedures as may be required by the Returning Officer from time to time; and,
 - 4.1.1.3 In accordance with the Constitution, a signed affirmation which states, “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.”
 - 4.1.2 Have their ordinary residence in the province for which they are seeking election to National Council;
 - 4.1.3. Be a delegate. If the candidate is an EDA President to ensure no actual or perceived conflict of interest, the candidate should refrain from activity related to any election or appointment of delegates. If the candidate is elected to National Council the candidate will have to resign from the position of President but may still be an EDA Board Member. If a candidate does not file their delegate paperwork complete with payment by February 18th, 2021 they will be removed as a candidate for the National Council election and may forfeit their deposit.
 - 4.1.4. The following may not hold office as an elected member of National Council:
 - 4.1.4.1 anyone who has served as a returning officer as defined in the Delegate Selection Rules for the current convention in the province for which they are seeking election to National Council.
- 4.2. No individual may serve more than three (3) consecutive terms of office on National Council.

5. CANDIDATE CERTIFICATION

- 5.1. Upon receiving a National Council Candidate Filing within the time set out in section 4.1.1, the Returning Officer or their designate shall confirm to the individual that their submission is complete (Form B) or, where the submission is incomplete, shall return the submission to the individual. The Returning Officer may appoint, in his sole discretion, an individual or individuals to act as his designate in the execution of his responsibilities under this section.
- 5.2. However, where a submission is received on or before February 11th, 2021, that is in the opinion of the Returning Officer only inadvertently incomplete but which in the ordinary course may not be possible to complete by February 11th, 2021, the Returning Officer may allow that individual a brief extension to complete the submission.
- 5.3. The Returning Officer shall certify all eligible individuals who meet the criteria of section 4 not later than February 18th, 2021 and shall deliver to them a National Council Candidate Certification (Form C).

6. DELEGATE LISTS

- 6.1. No later than February 28th, 2021, the Executive Director shall provide each candidate with a list of the delegates for the province in which they are seeking election to National Council.
- 6.2. The Executive Director shall ensure that a reasonable attempt is made for the list of delegates to include the name, residential mailing address, primary telephone number, and primary email address of each delegate.
- 6.3. Candidates shall use the list, and shall ensure that it is used, only for purposes of their election to National Council, and shall not retain, copy or distribute the list after the Convention has concluded.
- 6.4. The list, or any portion thereof, shall not be shared with third parties for the purpose of sending endorsements. Any communication related to endorsements must be distributed under the control of the candidate.

7. SCRUTINEERS

- 7.1. Each candidate shall be eligible to appoint one (1) scrutineer to monitor or receive ongoing information regarding the voting and vote counting procedures.
- 7.2. In order to appoint a scrutineer, a candidate must submit a Scrutineer Designation Form (Form D) to the Returning Officer not later than 5 p.m. ET on Wednesday March 10th, 2021, or such later time as may be allowed by the Returning Officer.

Subject to the discretion of the Returning Officer, a replacement may subsequently be appointed where circumstances require. A scrutineer must have the status of a delegate, alternate or member observer at the Convention.

- 7.3. Scrutineers shall be provided a link to the electronic voting system to monitor activity or receive ongoing information detailing the number of votes cast at any given time. Information released will be at the sole discretion of the Returning Officer and will be equivalent for all scrutineers.

8. VOTING PROCEDURES

- 8.1. The voting methods and procedures shall be conducted for the Virtual Convention under the supervision of the Returning Officer.
- 8.2. The Returning Officer shall appoint a deputy returning officer.
- 8.3. The vote shall be conducted by on line secret ballot.
- 8.4. Only those delegates with authorized credentials shall be permitted to vote. Subject to the discretion of the Returning Officer, delegates must have provided any and all required identification as outlined in the delegate selection rules for accreditation (Section 6.3) and as follows;
- 8.4.1 one original piece of identification issued by a Canadian federal, provincial or territorial government agency containing the member's photograph, name and address; or
 - 8.4.2 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.
 - 8.4.3 in addition, the following pieces of identification may be used (as per section 6.3 of the delegate selection rules);
 - 8.4.3.1 membership card of the Party; and
 - 8.4.3.2 any other form of identification deemed acceptable by the Returning Officer.
- 8.5. Each Delegate may vote for as many Candidates as are electable from his/her province as set out in Section 3 above. This is known as a Multi-Member Plurality System. For example: If there are three (3) council seats for a province, a Delegate shall vote for all three Candidates. If there are votes for more or fewer than the allowable number, the ballot will be considered spoiled.

9. VOTE COUNTING PROCEDURES

- 9.1. At the close of voting the Returning Officer shall generate a report of the results.
 - 9.1.1 For a jurisdiction with only one council seat, the Candidate receiving the most votes shall be declared elected.
 - 9.1.2 For a jurisdiction with more than one council seat, votes for each Candidate will be counted and the Candidates who receive the most votes, ranked, up to the eligible number seats on National Council for that Province will be declared elected. For example: the Candidates who receive the first and second most total votes will be declared elected in a province where there are two council seats to be elected.
 - 9.1.3 In the event of a tie vote, the vote shall be determined by drawing of lots.
- 9.2. The Returning Officer shall confirm the results of each election and shall provide the results for announcement to the Convention. The tabulation of the vote by the Returning Officer shall be final and binding.

10. CANDIDATE WITHDRAWAL

- 10.1. Withdrawals by Candidates shall be accepted and their names shall not appear on the ballot where the Notice of Withdrawal (Form E) is signed by the Candidate and is delivered to the Returning Officer no later than 5 p.m. ET on Thursday March 4th, 2021.

11. DISPUTE RESOLUTION

- 11.1. Except where otherwise provided in these Rules, a dispute related to the election of National Council arising from or related to the operation or interpretation of these Rules shall;
 - 11.1.1 be submitted promptly in writing to the Returning Officer by a Candidate, or, where the dispute relates to the refusal of the Returning Officer to certify an individual as a Candidate, by an individual who submitted a National Council Candidate Filing (Form A); and
 - 11.1.2 detail the nature of the dispute.
- 11.2. The decision of the Returning Officer on the dispute shall be final, binding and not subject to appeal.

12. GENERAL

- 12.1. These Rules may be amended or supplemented at any time by the Returning Officer, subject to review by members of National Council not currently seeking re-election.
- 12.2. In the event of any conflict between the Constitution and these Rules, the Constitution shall prevail.



CONSERVATIVE

**NATIONAL COUNCIL
CANDIDATE FILING**

NATIONAL COUNCIL CANDIDATE INFORMATION SHEET

Name

Address

Home Phone

Business Phone

Cell Phone

E-Mail

NATIONAL COUNCIL 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.

Signed:

Date:

Date Received:

By:

National Council of the Conservative Party of Canada

Code of Conduct

Certificate of Understanding and Compliance

As a Member of the National Council or a non-council member of a National Council Committee:

- I certify that I have read and understand the Code of Conduct for Councillors;
- I certify that I have made all disclosures required under the Code as at the date of this certificate; and,
- I agree to conduct myself in accordance with this Code.

Name (Print)

Name (Signature)

Date

Date filed with the Secretary of the National Council: _____

NATIONAL COUNCIL CANDIDATE DECLARATION

I, , an applicant seeking election to the National Council of the Conservative Party of Canada hereby agree to:

Abide by all Rules and Procedures governing the National Council Election Process as may be developed from time to time; and,

Respect the confidentiality of the list of delegates, which I may receive and not permit the use of the list for any purpose other than my election to National Council.

Furthermore, I recognize that any breach of this agreement may result in sanctions by the Returning Officer. Such sanctions may include one or more of the following:

The forfeiture of part or all of my Compliance Deposit;

The rescinding of my National Council Candidate Certification, which would result in my ineligibility to stand for election to the National Council.

Signed: _____

Date:

Date Received:

By:

NATIONAL COUNCIL CANDIDATE COMPLIANCE DEPOSIT

Enclose a cheque or money order made out to Conservative Fund Canada in Trust representing your compliance deposit in accordance with section 4.1.1.2 of the *Rules and Procedures for the Election of National Council*. If you submitted the deposit through Electronic Funds Transfer (Wire Transfer), please include the transaction receipt.

Date Received:

By:

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of _____

NATIONAL COUNCIL CANDIDATE NOMINATION OF CANDIDACY

The undersigned members in good standing of the Conservative Party of Canada certify by signing this form that they have been members in good standing for at least twenty-one (21) days prior to signing this form and that they endorse the nomination of _____, who wishes to seek election to the National Council of the Conservative Party of Canada. [Add additional sheets as needed]

NAME (print)	Address	Signature	Date (D-M-Y)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

NOTE: Consider obtaining additional endorsements in the event that memberships are expired or text is illegible.

Email Nomination Attestation

FORM (A-Email)

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 Council of the Conservative Party of Canada.

Name

Address

Home Phone

Business Phone

Cell Phone

E-Mail

CONFIRMATION OF RECEIPT

I, ,

Returning Officer for the National Council Election, confirm that I have received, in accordance with section 4 of the *Rules and Procedures for the Election of National Council* a completed National Council Candidate Filing for .

Signed,

Returning Officer

NATIONAL COUNCIL CANDIDATE CERTIFICATION

To:

Dear :

I, , Returning Officer for the National Council Election, wish to advise you that you have been confirmed as a Candidate for election to the National Council of the Conservative Party of Canada.

Yours truly,

Returning Officer

SCRUTINEER DESIGNATION FORM

I, , a Candidate do hereby appoint
 as my official scrutineer.

Signed: _____

Date:

Date Received:

By:

-

NOTICE OF WITHDRAWAL

I, , voluntarily and formally withdraw as a National Council Candidate for the Conservative Party of Canada.

Signed: _____

Date:

Date Received:

By: