



National Constitution and Policy Committees
Representative Election
Rules and Procedures

November 1, 2011

1. Returning Officer

- 1.1. The Executive Director shall act as the Returning Officer for the election of representatives selected by the presidents of electoral district associations to the National Constitution and Policy Committees.
- 1.2. The Returning Officer shall:
 - 1.2.1. Oversee the election process to ensure that the process is fair, impartial and conducted in accordance with these Rules and Procedures; and,
 - 1.2.2. Remain impartial throughout the election process.

2. Representation

- 2.1. 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;
- 2.2. 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. Candidate Eligibility

- 3.1. 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:
 - 3.1.1. Be ordinarily resident in the province or the three territories as the case may be, in which they are seeking election;
 - 3.1.2. Submit to the Returning Officer (c/o Dan Hilton, Unit 1204, 130 Albert Street, Ottawa, ON K1P 5G5) an original and complete Candidate Filing (Form A) not later than 8:00 a.m. ET on Tuesday January 31, 2012.
 - 3.1.3. Submit, as part of the Candidate Filing, the endorsement of a minimum of five (5) Members in good standing of the Conservative Party of Canada resident in the province in which the individual is seeking election, or five (5) Members in good standing of the Conservative Party of Canada resident in the three territories as the case may be; and

- 3.1.4. Submit, as part of the Candidate Filing, his/her name, contact information and a brief biography using space provided on the Candidate Filing.

4. Candidate Certification

- 4.1. 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.
- 4.2. In the event that a submission is received on January 31, 2012 and is incomplete, the individual shall be ineligible to stand for election.
- 4.3. The National Candidate Selection Committee of National Council shall certify all eligible Candidates who meet the criteria of Article 3 by Wednesday February 15, 2012, and shall inform the Returning Officer to deliver to all Certified Candidates a Candidate Certification (Form C).

5. Lists

- 5.1. No later than February 22, 2012, the Executive Director shall provide each Candidate with a list of the Presidents of the Electoral District Associations for the province in which they are seeking election.
- 5.2. The Executive Director 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.
- 5.3. 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.

6. Voting Procedures

- 6.1. Voting shall be conducted electronically under the supervision of the Returning Officer.
- 6.2. The Returning Officer may appoint deputy returning officers to assist with the voting process.
- 6.3. On or before February 22, 2012, 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 January 31, 2012.

- 6.4. On or before February 22, 2012, the Returning Officer shall send each voter a voter package containing the following items:
 - 6.4.1. These rules and procedures;
 - 6.4.2. A ballot listing the Certified Candidates for the voter's province or the three territories, as the case may;
 - 6.4.3. 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;
 - 6.4.4. Instructions on how to vote for candidates.
- 6.5. The package referred to in Section 5.4 may contain other information relating to Party activities.
- 6.6. Each voter may vote for as many Certified Candidates as are electable from his/her province/territory, but not more.
- 6.7. At 9:00 a.m. ET on Friday March 30, 2012, the Returning Officer shall close the voting.
- 6.8. The Returning Officer and one or more deputy returning officers shall tally the votes for each Certified Candidate.
- 6.9. 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.

7. Candidate Withdrawal

- 7.1. Withdrawals by candidates shall be accepted provided that the Notice of Withdrawal (Form D) is signed by the Candidate and is delivered to the Returning Officer no later than 4:30 p.m. ET on January 31, 2012.

8. Dispute Resolution

- 8.1. Any dispute related to the election must:
 - 8.1.1 be submitted, in writing, to the Secretariat Committee of National Council by a Certified Candidate by 4:30 p.m. ET on Wednesday, April 11, 2012, and
 - 8.1.2 detail the nature of the dispute.
- 8.2. 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.

9. General

- 9.1. 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.



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

Submit to: Returning Officer
c/o Dan Hilton
1204, 130 Albert Street
Ottawa, ON K1P 5G5

Deadline: 8:00 a.m. ET on January 31, 2012.

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:

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: