



## CANDIDATE SELECTION RULES AND PROCEDURES

*Preamble: The United Conservative Party of Alberta ("**Party**") respects and values the Members and the significant role of the Constituency Association as the primary organization through which Member rights are exercised. The Party strongly endorses the democratic selection of our Candidates and requires Constituency Associations to abide by the Candidate Selection Rules and Procedures as set out in this document. The Party requires that all Constituency Associations provide organization and financial support to the Party's Candidate for their constituency with the goal being to elect a United Conservative Party of Alberta MLA.*

### 1. GENERAL

#### 1.1. In these Rules:

- 1.1.1. "Association" means the United Conservative Association;
- 1.1.2. "Applicant" means a person who has submitted an Application to become a Nomination Contestant;
- 1.1.3. "Application" means the cumulative documents, stipulated payments, and nomination petitions set out in section 4 of these Rules;
- 1.1.4. "Arbitration Committee" means the committee described in the Association's standing committee list;
- 1.1.5. "Bylaws" means the bylaws of the Association;
- 1.1.6. "Constituency Association" means the association endorsed by the Party as the official association of the Party in a given electoral division;
- 1.1.7. "CA Board" means the board of directors of a Constituency Association;
- 1.1.8. "CA President" means the president of a Constituency Association;
- 1.1.9. "Candidate" means a person who is selected for endorsement as the official candidate of the Party in an electoral division pursuant to these Rules;
- 1.1.10. "EFCDA" means the *Election Finances and Contributions Disclosure Act*, RSA 2000, c E-2 as amended from time to time;
- 1.1.11. "Elector" means a Member who is eligible to vote in a Nomination Contest;
- 1.1.12. "Executive Director" means the executive director of the Party;

1.1.13. "LCNC" means the local constituency nomination committee as set out in section 2 of these Rules;

1.1.14. "Nomination Contestant" means a person who has met the requirements set out in section 4.1 of these Rules;

1.1.15. "Opening Notice" means the notice described in section 6.1 of these Rules;

1.1.16. "Party" means the United Conservative Party of Alberta;

1.1.17. "Party Board" means the board of directors of the Association as set out in the Bylaws;

1.1.18. "PCSC" means the party candidate selection committee described in the Association's standing committee list;

1.1.19. "Regional Director" means the person elected to represent their region on the Board as set out in the Bylaws; and

1.1.20. "Rules" means these candidate selection rules and procedures.

## **2. LOCAL CONSTITUENCY NOMINATION COMMITTEE**

2.1. Each CA Board shall appoint an LCNC for the purposes of nominating a Candidate to represent the Party in the next election.

2.2. The LCNC shall be comprised of:

2.2.1. Three (3) CA Board members;

2.2.2. Up to two (2) additional Members of the CA; and

2.2.3. The Executive Director or their designate.

2.3. The LCNC shall select one of its members to be the chair.

2.4. A majority of members of the LCNC shall constitute a quorum for the conduct of LCNC business.

2.5. LCNC members must sign a PCSC approved waiver that will declare they maintain confidentiality and neutrality and pledge not to become a Nomination Contestant.

## **3. CRITERIA FOR COMMENCEMENT OF A NOMINATION CONTEST**

3.1. Constituency Associations should meet the following criteria prior to being authorized to have their Nomination Contest opened:

3.1.1. Have at least one hundred and fifty (150) Members;

3.1.2. Have at least three thousand dollars (\$3,000) in their CA bank account; and

3.1.3. Have provided the Executive Director or their designate a proposed budget for the Nomination Contest that includes the estimated total cost of holding the Nomination Contest.

3.2. The LCNC may indicate to the Executive Director their desire to open their Nomination Contest.

3.3. The Executive Director or their designate has the authority to open any Nomination Contest following consultation with the corresponding Regional Directors.

## **4. APPLICATION**

4.1. To become a Nomination Contestant an Applicant must have:

- 4.1.1. Delivered a completed Application, including all stipulated payments and nomination petitions, to the Executive Director or their designate as required by these Rules;
- 4.1.2. Been interviewed by the LCNC; and
- 4.1.3. Been permitted to contest the nomination by the PCSC.

4.3. An Applicant must meet the following eligibility requirements at the time of their Application;

- 4.3.1. Be eligible to be a candidate under the *Elections Act* and the EFCDA;
  - 4.3.2. Be a Member for, at minimum, the six (6) consecutive months immediately prior to the date a Nomination Contest is opened; and
  - 4.3.3. Has resigned or taken a leave of absence from all CA Boards, Party Boards, and committees.
- 4.4. An Applicant may request a waiver to the membership requirement set out in section 4.3.2 of these Rules from the PCSC by submitting their request in writing to the Executive Director. The Executive Director or their designate may bring the request to the attention of the PCSC if, in their view, sufficient grounds for a waiver exist.
- 4.5. An Application shall consist of such forms, documents, and declarations as may be stipulated by the Executive Director or their designate in consultation with the PCSC. The Application will include, at minimum, the following:
- 4.5.1. a completed and signed nomination contestant questionnaire;
  - 4.5.2. a confidentiality agreement in which the Applicant agrees not to publicly disclose any information concerning the conduct of the application process and not to misuse or disclose any of the personal information that they may be provided by the Party;
  - 4.5.3. a current credit check and signed authorization to enable the Party to conduct its own searches;
  - 4.5.4. a current criminal record check and authorization to enable the Party to conduct its own searches; and
  - 4.5.5. information required access to any and all social media accounts of the Applicant.
- 4.6. An Applicant must provide as part of their Application, the following payments:
- 4.6.1. A one thousand dollar (\$1000) fee to the United Conservative Party that is non-refundable and is not a donation, of which five hundred dollars (\$500) will be remitted to the Constituency Association in which the nomination is being contested; and
  - 4.6.2. A one thousand dollar (\$1000) good conduct bond payable to the Party that will be returned at the discretion of the PCSC at the end of the election or by-election to which it applies. Payment may be made in the form of a certified cheque, bank draft or money order payable to the Party or by e-transfer to [finance@unitedconservative.ca](mailto:finance@unitedconservative.ca).
- 4.7. An Applicant must deliver a nomination petition in the required form signed by the lesser of fifty (50) or one-fifth of the total number of Members in constituency for which they are seeking the nomination.

4.8. A person will only be allowed to seek to become a Candidate in one electoral division at any given time. If they are unsuccessful or abort their attempt, they may only submit an Application in another electoral division with the approval of the PCSC.

## **5. APPLICATION PROCESS**

5.1. Applications must be delivered to the Party office no later than 5:00PM Mountain Time fourteen days after the Opening Notice is sent. It is the responsibility of the Applicant to ensure that a complete Application is received prior to this deadline.

5.2. The Application must be provided to the attention of the Executive Director at:

United Conservative Party of Alberta

#203, 2915 21 Street NE

Calgary, AB T2E 7T1

5.3. The Executive Director or their designate will forward the relevant portions of the Application to the PCSC and relevant LCNC Chair in advance of the LCNC interview of the Applicant. An Applicant shall be interviewed by the LCNC at any time from when the Opening Notice is sent to three (3) days after the deadline for acceptance of Applications.

5.4. If a majority of the LCNC believes that there may be cause to reject an Applicant, they shall inform the Executive Director who shall immediately inform the PCSC. The PCSC shall endeavor to render a decision to approve or reject an Applicant as soon as reasonably practicable.

5.5. The PCSC has the discretion to reject an Applicant, disqualify a Nomination Contestant, or disallow a Candidate on any grounds it sees fit. The LCNC has no authority to reject an Applicant but shall report to the PCSC any grounds upon which it believes an Applicant should be rejected.

5.6. As soon as possible after the close of members sales, the Party shall provide each Nomination Contestant with a list of Electors. Nomination Contestants will have a maximum of forty-eight (48) hours to notify the Party of errors or omissions. If necessary, an updated list of Electors will be sent to all Nomination Contestants.

## **6. NOMINATION CONTEST SCHEDULE**

6.1. A Nomination Contest shall commence on the date of its official opening, when the Opening Notice shall be delivered to constituency Members, followed by:

6.1.1. The deadline for acceptance of Applications fourteen (14) days after the Opening Notice as described in section 5.1 of these Rules;

6.1.2. If necessary, a campaign period of at least twenty-one (21) but not more than thirty-five (35) days following the deadline for acceptance of Application.

6.2. The PCSC has discretion to vary this schedule if they deem it to be necessary.

## **7. NOMINATION CONTEST ELECTION**

- 7.1. If following the deadline for acceptance of Applications there is only one Nomination Contestant, the LCNC shall endorse that person as its official Candidate.
- 7.2. Otherwise, the LCNC shall conduct a fair and impartial Nomination Contest election at a single polling station, or alternatively, at multiple polling stations on specified dates, times and places.
- 7.3. A Member must have been a Member for at least twenty-one (21) days prior to the commencement of voting in a Nomination Contest election in order to be an Elector eligible to cast a vote in the election. If voting is taking place on multiple dates, you must be a member twenty-one (21) days prior to the first day of voting.
- 7.4. Electors may vote by secret ballot in-person at a polling station or by whatever other secure means are allowed and specified by the PCSC.
- 7.5. The PCSC or their designate will appoint an impartial returning officer to conduct the Nomination Contest election.
- 7.6. The returning officer or their designate shall validate the credentials of Electors. To prove their eligibility, Electors must provide either one piece of photo identification with their name and address or one piece of photo identification with their name and photo and a separate document that provides their name and address. Photo identification must be issued by the Government of Alberta or the Government of Canada. The returning officer may waive this requirement on an individual basis where the Elector is otherwise known, or other exceptional circumstances apply. Statutory declarations in lieu of proper credentials will not be allowed. The PCSC may provide supplementary rules and instructions to credential Electors.
- 7.7. Voting will be on the basis of one Elector, one vote by an unweighted preferential ballot (single transferable vote).
- 7.8. The voting process will permit, but not require, an Elector to list Nomination Contestants in the order of the Elector's preference.
- 7.9. If, following the tabulation of votes, a Nomination Contestant has received more than 50% of the total number of first preference votes cast, the LCNC shall endorse that Nomination Contestant as their official Candidate (spoiled ballots are not valid ballots for the purposes of determining votes cast).
- 7.10. If, following the tabulation of votes, no Nomination Contestant has received more than 50% of the total number of first-preference votes cast, then:
  - 7.10.1. the Nomination Contestant receiving the fewest number of first-preference votes will be eliminated, and his or her second-preference votes will be allocated to the remaining Nomination Contestants;
  - 7.10.2. the votes will then be re-tabulated and if a Nomination Contestant has received more than 50% of the total number of votes cast, the LCNC shall endorse that Nomination Contestant as their official Candidate;
  - 7.10.3. If no Nomination Contestant has received more than 50% of the total number of votes cast, this process will be repeated, eliminating one Nomination Contestant at a time, until a Nomination Contestant receives more than 50% of the total number of votes cast;
  - 7.10.4. If a tie-breaker is needed to determine which Nomination Contestant is eliminated, there shall be a coin toss.

7.10.5. the result of each round of vote counting shall be publicly announced.

7.11. The returning officer shall retain possession and custody of the ballots and voter sign in sheets for fourteen (14) calendar days for delivery, if requested, to the PCSC. If not so requested, the ballots shall be fully and completely destroyed.

7.12. No business other than the selection of a Candidate shall be conducted at the Nomination Contest election.

7.13. On the ballot, the Nomination Contestants shall be listed in alphabetical order by surname.

7.14. Ballots shall be marked in secret.

7.15. Proxy voting is not permitted.

## **8. ABRIDGEMENT OF THE RULES**

8.1. The Board may modify these Rules as necessary.

8.2. If deemed to be in the best interest of the Party, and in consultation with the PCSC, the Leader may appoint up to four (4) Candidates in four (4) constituencies.

8.3. From April 15, 2023 until the conclusion of the 2023 Alberta General Election, the Board authorizes:

8.3.1. The Leader to appoint a Candidate to fill a vacancy in any constituency following consultation with the President of the Party and the Regional Directors for the affected jurisdiction.

8.3.2. The Executive Director or their designate to alter, abridge or suspend any section or sections of the Rules following consultation with the President of the Party.

8.3.3. Any such decision shall be final and binding and not subject to appeal, challenge, or review on any grounds whatsoever. Any appointment, alteration, abridgement, or suspension made under this section to be circulated to the Board immediately.

## **9. NOTICES**

9.1. All notices under these Rules shall be sent by the Party to all Members in good standing in the constituency. Notice shall be given by email sent to the Member's email address of record. A CA Board may, at its own expense, request that the Party send a notice by regular mail or phone call.

9.2. The Opening Notice shall specify the date and time of the deadline for Applications and the location where Applications are to be delivered as set out in section 5.1 and 5.2 of these Rules.

9.3. If a Nomination Contest election is required, notice of the date, time, and location of voting shall be provided as soon as is practicable.

## **10. DISPUTE RESOLUTION AND APPEAL PROCESS**

10.1. The Party Board shall have exclusive jurisdiction to inquire into, hear and determine all matters and questions of fact and law arising from an appeal of the conduct or the results of a Nomination Contest Election or a decision to reject an Applicant, disqualify a Nomination

Contestant, or remove a Candidate. Any appeal must be submitted to the Executive Director in writing within forty-eight (48) hours of the decision being communicated to the person. The Executive Director shall bring the appeal to the attention of the Party Board forthwith. The decision of the Party Board on an appeal is final and binding on the parties and is not subject to further appeal or review in any Court on any grounds whatsoever.

- 10.2. All other disputes shall be submitted to the Executive Director in writing and shall be referred forthwith to the Arbitration Committee who shall have exclusive jurisdiction to inquire into, hear, and determine all such matters. The decision of the Arbitration Committee is final and binding on the parties and is not subject to further appeal or review in any Court on any grounds whatsoever.