

**Rules and Procedures for the Election of the
United Conservative Association's
Board of Directors**

2021 AGM

Calgary, Alberta

November 19, 2021 – November 21, 2021

Adopted by the United Conservative Association Board of Directors on
August 31, 2021

1. DEFINITIONS

- 1.1. “AGM” means the Annual General Meeting and convention of the Association, to be held November 19, 2021 – November 21, 2021 in Calgary;
- 1.2. “Association” means the United Conservative Association;
- 1.3. “Bylaws” means the Bylaws of the Association;
- 1.4. “Board” means the Board of Directors of the Association;
- 1.5. “Board Election” means the election for the positions provided for in these Election Rules;
- 1.6. “Board of Directors Application Form” means the form, attached as Schedule B, that an individual must submit to stand for election.
- 1.7. “Board of Directors Candidate Certification” means the form, attached as Schedule D, provided to an individual who has been certified as a Candidate.
- 1.8. “Candidate” means an individual who is certified under section 5 of these Election Rules as a candidate for election;
- 1.9. “Election Rules” means these rules and procedures for the Board Election.
- 1.10. “Elections Committee” means the committee appointed to oversee the Board Election pursuant to section 2 of these Election Rules;
- 1.11. “Executive Director” means the Executive Director of the Association;
- 1.12. “Member” means a member of the Association as defined in Article 4 of the Bylaws; and
- 1.13. “Returning Officer” means the individual appointed to administer the Board Election pursuant to section 2 of these Election Rules.

2. ELECTION OFFICIALS

- 2.1. The Elections Committee shall:
 - 2.1.1. be comprised of five Members appointed by the Board on the advice of the Executive Director;
 - 2.1.2. elect a chair and retain a Returning Officer;

- 2.1.3. oversee the conduct of the Board Election and the Returning Officer to ensure that the process is fair, impartial, and conducted in accordance with these Election Rules;
 - 2.1.4. establish such further rules and procedures for the conduct of campaigns and as authorized pursuant to these Election Rules;
 - 2.1.5. maintain confidentiality;
 - 2.1.6. remain impartial throughout the election process; and
 - 2.1.7. be ineligible to become a Candidate.
- 2.2. The Returning Officer shall:
- 2.2.1. be appointed by the Elections Committee;
 - 2.2.2. oversee the conduct of the Board Election and ensure that the process is fair, impartial and conducted in accordance with these Election Rules;
 - 2.2.3. appoint impartial persons to assist with the conduct of the Board Election;
 - 2.2.4. maintain confidentiality;
 - 2.2.5. remain impartial throughout the Board Election;
 - 2.2.6. at his or her discretion, impose a fine or penalty of not more than one hundred dollars (\$100.00) against a candidate for failing to comply with these Election Rules or rules and procedures established by the Elections Committee; and
 - 2.2.7. declare the winners of the Board Election.
- 2.3. All submissions to the Elections Committee to be made pursuant to these Rules shall be sent to:
- Elections Committee, Annual General Meeting
United Conservative Association
#203, 2915 – 21 Street NE
Calgary, Alberta T2E 7T1
Email: info@unitedconservative.ca
- 2.4. All submissions to the Returning Officer to be made pursuant to these Rules, prior to the AGM, shall be sent to:
- Returning Officer, Annual General Meeting
United Conservative Association
#203, 2915 – 21 Street NE
Calgary, Alberta T2E 7T1

Email: info@unitedconservative.ca

3. BOARD OF DIRECTORS

- 3.1. Pursuant to Article 7 of the of the Bylaws, the following positions will be filled at the AGM pursuant to these Election Rules:
 - 3.1.1. President;
 - 3.1.2. Secretary;
 - 3.1.3. Vice-President (Fundraising);
 - 3.1.4. Vice-President (Communications); and
 - 3.1.5. Five (5) directors consisting of one (1) from each of the following regions (as further defined in Schedule “A”): Edmonton; Calgary; northern Alberta outside of Edmonton; central Alberta; and southern Alberta outside of Calgary.
- 3.2. The term of all directors elected to positions set out in section 3.1 of these Election Rules will expire at the conclusion of the Association’s second AGM after this AGM as set out in Article 7.8 of the Bylaws – the 2023 AGM.

4. CANDIDATE ELIGIBILITY

- 4.1. In order to stand for election, an individual must:
 - 4.1.1. Submit to the Returning Officer a complete Board of Directors Application Form (Schedule B) not later than 5 p.m. Mountain Time on Wednesday October 20, 2021 which shall include:
 - 4.1.1.1. The individual’s personal contact information and must specify the position that the individual intends to contest;
 - 4.1.1.2. The signatures of twenty-five (25) Members in good standing of the Association who support the nomination;
 - 4.1.1.3. A two hundred fifty dollar (\$250.00) compliance deposit, payable by cheque to the “United Conservative Association”, which amount shall be returned to the individual, (i) immediately, if they are not certified as a Candidate, or (ii) after the AGM or their withdrawal as a

Candidate provided that they comply with these Election Rules and all other related rules and procedures; and

- 4.1.1.4. A signed performance and confidentiality agreement that includes an undertaking to comply with the Election Rules.
- 4.1.2. Have their ordinary residence in the province of Alberta and, if contesting one of the positions set out in Article 7.3(i) of the Bylaws, have their ordinary residence in the region for which they are seeking election; and
- 4.1.3. Have registered to attend the AGM.

5. CANDIDATE CERTIFICATION

- 5.1. Upon receiving a Board of Directors Application Form, the Returning Officer shall confirm to the individual that their submission is complete (Schedule C) or, where the submission is incomplete, shall return the submission to the individual.
- 5.2. However, where a submission is received prior to the deadline set out in section 4.1.1 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 the deadline, the Returning Officer may allow 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 5 p.m. Mountain Time on Friday October 22, 2021 and shall deliver to them a Board of Directors Candidate Certification (Schedule D).
- 5.4. In the event that there is exactly one (1) Candidate for a position, that Candidate shall be acclaimed. If there are no Candidates for a position, the Returning Officer shall extend the deadline for applications for that position for a maximum of seven (7) further days.
- 5.5. The Executive Director shall provide notice of the Candidates for each position to the Members not later than twenty-one (21) days prior to the start of the AGM. A list of all Candidates in the Board Election shall also be posted to the Association's website as soon as is practicable.

6. ELIGIBLE VOTERS

- 6.1. Only those Members in good standing who are registered for the AGM, and who were members on Friday October 29, 2021 at 11:59 p.m., shall be eligible to vote

in the Board Election. For the purposes of electing regional directors, Members will only be able to vote for the directors in the region where they ordinarily reside.

- 6.2. Members shall be required to provide identification confirming their name and address prior to receiving a ballot. All pieces of identification accepted by Elections Alberta for voter identification at a provincial election are acceptable. The Returning Officer may waive this requirement at his or her sole discretion.

7. MEMBERSHIP LISTS

- 7.1. No later than Monday November 1, 2021, the Executive Director shall provide each Candidate with a list of the Members who have registered for the AGM or, if contesting a regional director position, a list of the Members who have registered for the AGM from the region for which the Candidate is seeking election.
- 7.2. The Executive Director shall ensure that a reasonable attempt is made for the list to include the name, residential mailing address, primary telephone number, and primary email address of each delegate.
- 7.3. Candidates shall use the list, and shall ensure that it is used, only for purposes of their election to Board, and shall not retain, copy or distribute the list after the AGM has concluded.
- 7.4. Each Candidate who receives a list of Members shall provide a Statutory Declaration (Schedule E) to the Party confirming that the membership information has been deleted, that any records containing membership information have been destroyed, that any member of his or her campaign team who had access to the membership information has confirmed the same, and that the list has not been shared with any other individual or third party organization or group prior to the Party returning any portion of their compliance deposit.

8. SCRUTINEERS

- 8.1. Each Candidate shall be eligible to appoint one (1) scrutineer to monitor the voting and vote counting procedures.
- 8.2. In order to appoint a scrutineer, a Candidate must submit a Scrutineer Designation Form (Schedule F) to the Returning Officer not later than 5 p.m. Mountain Time on Thursday November 18, 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 be a Member who has registered to attend the AGM.

- 8.3. The Elections Committee, on the advice of the Returning Officer and Executive Director, shall establish rules for the conduct of scrutineers and shall distribute those rules to the Candidates not less than twenty-one (21) days prior to the start of the AGM.

9. VOTING PROCEDURES

- 9.1. The vote shall be conducted in secret by preferential ballot (single transferable vote). In the event of a tie, the winner shall be the Candidate who received the highest number of first place selections in the first round of balloting.
- 9.2. The Elections Committee, on the advice of the Returning Officer and Executive Director, shall establish rules outlining the time, locations and methods of voting and shall distribute those rules to the Candidates not less than twenty-one (21) days prior to the start of the AGM.
- 9.3. The Returning Officer shall be responsible for maintaining the integrity of the ballot boxes throughout the voting process and the ballot boxes shall be under his or her care and control.

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 (Schedule G) is signed by the Candidate and is delivered to the Returning Officer no later than 5 p.m. on Tuesday November 16, 2021.

11. ELECTION OFFICIALS

- 11.1. Except where otherwise provided in these Election Rules, a dispute related to the Board Election arising from or related to the operation or interpretation of these Election Rules and any related rule or procedure shall be heard by the Arbitration Committee and shall:

11.1.1. be submitted promptly in writing to the Elections Committee 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 an application; and

11.1.2. must detail the nature of the dispute.

- 11.2. The decision of the Arbitration Committee on the dispute shall be final, binding and not subject to appeal.

12. GENERAL

- 12.1. In the event of any conflict between the Bylaws and these Rules, the Bylaws shall prevail.

UCP Board Director Application

Candidate Seeking to be a Member of the UCP Board of Directors

Positions available – pursuant to Article 7 of the UCP Bylaws:

- President
- Secretary
- Vice President – Fundraising
- Vice President – Communications
- Five (5) directors – 1 from each of the following regions – Edmonton, Calgary, Northern Alberta outside of Edmonton, Central Alberta, and from Southern Alberta outside of Calgary.

Instructions: In accordance with the United Conservative Party of Alberta Rules and Procedures for the Election of the United Conservative Party of Alberta Board of Directors, all candidates must fill out the following fields completely, legibly and accurately. The completed application must be accompanied by a \$250 cheque or e-transfer to the United Conservative Party of Alberta.

E-transfer details will only be provided with a completed application.

Deadline: 5:00 pm, Wednesday, October 20, 2021

Completed Forms: The completed application, including 25 signatures **from members in goodstanding**, can be emailed to awilde@unitedconservative.ca or mailed to United Conservative Party of Alberta Calgary Office at 203, 2915 21 St NE, Calgary AB T2E 7T1.

You are required to answer each section completely. Should you require additional space, please attach additional pages.

Personal Information

Full Name: _____

Position Applying For: _____

Address: _____

Constituency: _____

Phone: _____

Email: _____

Membership Number and Expiry Date (if known): _____

Personal and confidential information will not be shared with anyone other than the members of the Governance Committee and will only be used for the purposes of determining whether an applicant is in good standing with the Party and eligible to sit on the Executive Committee

Motivation

1. Why do you want to be a member of the Executive Committee?

Experience

2. Political Experience (offices held, party involvement, committee involvement, advocacy)

3. Volunteer Experience (charities, community groups, etc.)

4. Professional Experience (List in chronological order, beginning with the most recent)

5. Board Experience (position term length, responsibilities)

6. Memberships (clubs, groups, other organizations)

7. Are you an employee of a Member of the Legislative Assembly of Alberta?

8. Are you an employee or contractor of the United Conservative Party of Alberta or other political party?

9. Are there any potential perceived or actual conflicts of interest that would preclude you from holding a board position?

10. Are you able to commit the personal time and resources required to fulfill the expectations of board members?

11. Are you willing to sign and adhere to the Code of Conduct the board has established for itself?

Confidential Information

12. Have you ever been arrested or charged with a crime? If yes, please explain why, as well as the ultimate judgement/penalty, if any.

13. Have you ever been convicted of a criminal offense? If yes, please provide details as well as the ultimate judgement/penalty.

14. Have you, or a company for which you and/or your immediate family are the majority owners, even been the subject of a human rights complaint? If yes, please explain the basis of the complaint and the outcome.

15. Have you ever been the subject of a restraining order? If yes, please explain the circumstances that led to the order(s) being granted.

16. Have you, or a company for which you and/or your immediate family are the majority owners, ever been sued? If yes, please explain why and the detail the result of the lawsuit.

17. Have you ever posted, published or recorded comments or materials in public forums (including social media and online forums) that could be considered controversial, or that could cause embarrassment to the United Conservative Party of Alberta? If yes, please provide details of **each** instance and include copies of all such materials.

18. Please provide the web address for all personal websites blogs, social media accounts (Twitter, Facebook, LinkedIn, Instagram, etc.) and information regarding any and all websites and/or forums for which you are a regular or semi-regular contributor.

I hereby affirm that the information I have provided in this application is true to the best of my knowledge, and acknowledge that failure to provide complete, accurate and honest accounting of the information in this application may result in my disqualifying from consideration to join the Executive Committee.

Signature

Date

APPENDIX A - REQUIRED SIGNATURES

All signatures collected must be from members in good standing, as per section 4.1.1.2 of the Rules and Procedures for the Election of the United Conservative Associations Board of Directors

Name	Address	Email	Signature	Membership # (if known)

Personal and confidential information will not be shared with anyone other than the members of the Governance Committee and will only be used for the purposes of determining whether an applicant is in good standing with the Party and eligible to sit on the Executive Committee