

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

**2020 VIRTUAL AGM**

**October 16-24, 2020**

Adopted by the United Conservative Association Board of Directors on June 26, 2020

## **1. DEFINITIONS**

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- 1.1. “AGM” means the Annual General Meeting of the Association, to be held October 16-24, 2020;
- 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 as 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**

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- 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 by email 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**

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- 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. Treasurer;
  - 3.1.2. Vice-President (Membership);
  - 3.1.3. Vice-President (Policy and Governance); and

- 3.1.4. 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 2022 AGM.

## **4. CANDIDATE ELIGIBILITY**

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- 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 Tuesday September 8, 2020 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, or photos of signatures, of twenty-five (25) Members in good standing of the Association who support the nomination;
- 4.1.1.3. A one hundred dollar (\$100.00) 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 7.2.9 of the Bylaws, have their ordinary residence in the region for which they are seeking election in accordance with Article 7.3 of the Bylaws; and
- 4.1.3. Have registered to attend the AGM.

## **5. CANDIDATE CERTIFICATION**

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- 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.

## **FORM E**

- 5.3. The Returning Officer shall certify all eligible individuals who meet the criteria of section 5 not later than 5 p.m. Mountain Time on Thursday September 17, 2020 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(s) 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 less 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**

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- 6.1. Only those Members in good standing who are registered for the AGM, and who were members for twenty-one (21) consecutive days immediately prior to the start of the AGM, 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**

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- 7.1. No later than Thursday, September 24, 2020, 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.

## **8. SCRUTINEERS**

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- 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 E) to the Returning Officer not later than 5 p.m. Mountain Time on Wednesday, October 14, 2020, 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**

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- 9.1. The vote shall be conducted online and 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 specific 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. Voting will be open from as soon as is reasonably possible after the AGM is called to order until 8:00pm on Saturday, October 17, 2020.

## **10. CANDIDATE WITHDRAWAL**

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- 10.1. Withdrawals by Candidates shall be accepted and their names shall not appear on the ballot where the Notice of Withdrawal (Schedule F) is signed by the Candidate and is delivered to the Returning Officer no later than 5 p.m. on Monday, September 28, 2020.

## **11. ELECTION OFFICIALS**

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- 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 Board 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 Board on the dispute shall be final, binding and not subject to appeal.

## **12. GENERAL**

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