



# **UCP VIRTUAL AGM 2020**

**BUILD ALBERTA'S FUTURE**

UNITED CONSERVATIVE ASSOCIATION  
2020 ANNUAL GENERAL MEETING

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# POLICY RESOLUTIONS

# Policy 1

**Division Reference**

205. Finance

**Constituency**

Calgary-Peigan

**Proposed Wording****.2 BUDGETING**

*The United Conservative Party is committed to:*

Add a new bullet

c) operating within its means and reducing the size of the provincial debt.

**Rationale**

Alberta benefits from high levels of government revenue due to higher than average levels of personal and corporate tax revenue in addition to non-renewable resource revenue. Despite this, previous governments have continued spending and increased the size of the provincial debt without a clear plan to address the issue. Alberta must not continue to waste provincial revenue by maintaining unnecessarily high levels of spending which results in the province paying significant interest on the debt. (minimal cost)

# Policy 2

## Division Reference

205. Finance

## Constituency

Calgary-Fish Creek

## Proposed Wording

### .5 Transfer Payments

*The United Conservative Party believes that the Government of Alberta should...*

#### Modify

a) continually advocate for a more equitable federal-provincial transfer payment system and hold a provincial referendum to determine if Albertans wish to re-negotiate section 36.2 of the Constitution Act, Equalization payments to provinces.

## Rationale

Legislatively: A successful referendum supporting a renegotiation of the Federal Equalization Program requires the Alberta Legislative Assembly to pass a resolution authorizing an amendment to the Constitution of Canada, triggering the duty to negotiate. To further this objective we propose that they conduct this referendum with the October 2021 municipal elections.

Systemic flaws in the Equalization Program include:

- Natural resource revenues are not uniformly treated (ie. Oil and gas are included, Quebec hydroelectric revenues excluded). Alberta has contributed over \$250 billion in transfer payments to other Canadian provinces. Quebec has been the single highest recipient of these transfers, receiving over \$221 billion.
- The growth of the Equalization fund is tied to national GDP growth. This unfairly affects provinces with shrinking GDP (such as Alberta), particularly when GDP in other provinces is known to rise, the result of Alberta's contributions to them.
- Efficient provinces are penalized, inefficient ones rewarded. There is disincentive for have-not provinces to improve their cost structures or economies and as a consequence they reside in the so-called "federal poverty trap".

# Policy 3

## Division Reference

403. Rights

## Constituency

Calgary-North West

## Proposed Wording

### **(NEW) .1 RIGHT-TO-WORK JURISDICTION:**

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a new bullet

a) make Alberta a right-to-work jurisdiction.

## Rationale

Implementation would involve changes to Labour legislation, such that no worker can be required to join a collective bargaining unit to be awarded or hired in any role.

Further, no employer can be compelled to deduct union dues without the prior written confidential consent of the employee.

Any coercion, intimidation, or undue influence on the employee to join and/or pay should have specific, meaningful penalties and sanctions.

- Capital and labour are highly mobile and jurisdictions are aggressively competing to attract skilled, entrepreneurial, and industrious labour, as well as business investment.
- Labour law is an integral part of a policy environment conducive to competition, entrepreneurship, and investment.

# Policy 4

## Division Reference

203. Energy

## Constituency

Calgary-Elbow

## Proposed Wording

### **.2 RESOURCE STRATEGY**

*The United Conservative Party believes that the Government of Alberta should:*

Modify bullet (c) as follows:

c) facilitate private sector pipeline, energy corridor and infrastructure developments that maximize value and opportunities in the extraction, utilization and export of Alberta's energy products *with a view to domestic sufficiency and global access.*

## Rationale

This clarifies that our goals are global and internal ( Energy East for example) to avoid being squeezed as we are currently, to better avoid price taking and to be able to control our own supplies and pricing if necessary.

# Policy 5

## Division Reference

401. Justice

## Constituency

Calgary-West

## Proposed Wording

### .3 COURTS

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a new Section

e) establish a system of out-of-Court preliminary settlement authorities (preserving full due process, the presumption of innocence, the right to plead not guilty, and the right to appeal to Provincial Court) to address non-criminal traffic matters, so as to move such matters out of Alberta's criminal courts and free up court resources for more serious infractions.

## Rationale

Alberta's Provincial Court currently hears many more non-criminal traffic and bylaw-related matters than criminal cases. The UCP membership has already approved Policy 401.3(d), asking the Government to "support Alberta's justice system by providing adequate resources to our court system to ensure that charges are not being stayed as a result of R v. Jordan" (which requires that criminal charges be addressed in court within a three-year time frame). The year following the Jordan decision saw over a dozen serious criminal cases dismissed because of delays in Calgary alone. Moving non-criminal traffic matters out of the criminal courts to administrative tribunals, without diminishing the rights of the accused or denying them a right of appeal back to Provincial Court, could significantly reduce the burden on our justice system. It could help preserve both the rights of criminal defendants, by ensuring that all criminal matters are heard and fairly decided before a court of law, and the rights and safety of non-criminal defendants, both by separating them from criminal offenders and ensuring such offenders are not released purely as a result of delays in due process. Such a system also has the potential to be much more cost-effective.

# Policy 6

## Division Reference

102. Statement of Principles

## Constituency

Morinville-St Albert

## Proposed Wording

*As a party, we stand united on the following principles that guide our vision for a stronger Alberta:*

### Add a New Bullet:

h) Control spending and dramatically reduce the size of government and encourage municipal governments to do the same.

## Rationale

Government avarice is an enormous problem.

For example, in 2012-13 Alberta government revenues were \$38.5 billion and spending was \$41.4 billion, leaving a deficit of \$3.1 billion. By 2018-19, revenues were \$49.6 billion and spending was at \$56.3 billion, leaving a deficit of \$6.7 billion. Revenues increased 19.7%, but spending almost doubled at 36%!

The United Conservative Party believes government profligacy is irresponsible and foists onto future generations the costs of paying for services and programs enjoyed by today's Albertans.

What governments "should do" vs. "could do"? "Should do" includes policing and the military, CPP/EI, environmental protection and education. "Could do" includes promoting different religions, sports academies, special interest groups, arts and recreation, and 500 dozen other activities. They should not be funded or subsidized by government.

A long-standing political vexation is the provincial government "solving" its budget problems by offloading them onto the municipalities. For example, one municipality froze its budget at 0%, then had to raise taxes by 1.2% to pay for policing.

Fiscal discipline is imperative because there is only one taxpayer

# Policy 7

## Division Reference

205. Finance

## Constituency

Calgary-Hays

## Proposed Wording

### **.3 EXPENDITURE**

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a new Bullet:

b) examine and act upon all cost-effective opportunities to contract out the delivery of non-essential (e.g., grounds-keeping) and selected ancillary services to the private sector.

## Rationale

We should always look for ways to find efficiencies and reduce the burden of spiralling health care costs, especially when such costs don't directly contribute to the desired health and wellness outcomes for patients. By contracting out non-essential (e.g., grounds keeping) and ancillary (e.g., possibly laundry, probably laboratory testing) services to more cost-efficient private suppliers offering enhanced service levels (e.g. re advanced lab testing technology), more focus and funding can also be redirected from administrative bureaucracy to front-line primary care delivery. As well, this proposal is clearly consistent with the Party's principle of limited government. The cost implications of this proposal may be "moderate" in the near term as the transition of services delivery takes place and any required severance is paid out, but in the mid to longer term, the cost implications should be "low" and the resultant benefits, both financially and health-related, should far outweigh the transition costs. The risk arising from this proposal not being accepted by the members is a greater degree of deficit spending, increasing debt, and a failure to adhere to our own fundamental UCP Principles.

# Policy 8

## Division Reference

205. Finance

## Constituency

Edmonton-West Henday

## Proposed Wording

### .5 TRANSFER PAYMENTS

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a new bullet

b) withdraw its share of funds from the existing Canada Pension Plan and start an Alberta Pension Plan.

## Rationale

The Canada Pension Plan and Quebec Pension Plan were initiated in 1966.

The idea was to protect workers and their families from reduced income due to retirement. Benefits were calculated based on the amount the worker contributed during their working years.

Workers in Alberta have made significant contributions to the Canada Pension Plan. Between 2008 and 2017, Albertans have contributed \$27.9 Billion more than they have received in payments.

As of March 31, 2018 the Quebec Pension Plan posted assets of \$340 Billion.

As of December 31 2019 the Canada Pension Plan posted assets of \$361 Billion.

As of December 31, 2018 the Alberta Investment Management Corporation, (AIMCo), which is an Alberta Crown Corporation, posted assets of \$108 Billion.

The Alberta Pension Plan would start with reclaiming the excess contributed to CPP. This amount combined with the pensions already administered by AIMCo.

Benefits of the plan would cover retirement benefits, disability benefits and death and survivor benefits, just as the CPP currently does.

# Policy 9

## Division Reference

206. Health

## Constituency

St Albert

## Proposed Wording

### **.5 SENIOR CARE, DISABILITY AND MINORITIES**

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a new bullet

c) ensure that the quality of care for elderly and residents of public and private continuing care facilities follow best practices and that compliance is monitored and enforced.

## Rationale

There has been a high percent of illnesses and deaths in long term care homes during the covid-19 virus pandemic, in Alberta and other provinces. It is important that public confidence be restored in the quality of care being rendered to the elderly living in such facilities and that any investigation be carried-out in a relatively short period of time and be action oriented.

# Policy 10

**Division Reference**  
205. Finance

**Constituency**  
Edmonton-West Heday

## Proposed Wording

### **.4 REVENUE**

*The United Conservative Party believes that the Government of Alberta should:*

Add a new bullet:

d) collect the taxes paid by all Albertans, rather than the Government of Canada.

## Rationale

In today's harsh economic times, the job of collecting taxes in Alberta should be done by Albertans. This would create jobs in Alberta, as well as reduce reliance on the Canada Revenue Agency and its departments. Alberta currently collects corporate income taxes. Collecting all its taxes would be a natural extension of Alberta's government authority to collect taxes.

# Policy 11

**Division Reference**  
206. Health

**Constituency**  
Calgary-Varsity

## Proposed Wording

### **.3 PRIMARY CARE DELIVERY AND HUMAN RESOURCES**

*The United Conservative Party believes that the Government of Alberta should...*

#### Add a New Bullet:

d) support the option of a privately-funded and privately-managed healthcare system.

## Rationale

Healthcare is the greatest budgetary expense. Recent events have shown how vulnerable the system is to demand fluctuations on it.

Not only have physicians been upset that there is no more money in the public purse, the government is fiscally unable to spend more toward their billing fees. Patients are limited to treatment options as doctors threaten to leave.

Physicians should be allowed to accept/ take on more responsibility of supplying care to patients on a private fee for service that each feels will allow their practices to remain solvent and grow in scope (hybrid system).

Patients will have a choice to choose public or private service. If Healthcare insurance is available and legal, patients can divert themselves from public waitlist to the benefit of all patients.

People using Private Tier System (allowing Private Hospital facilities similar to the Non-Hospital Surgical Facilities already existing) would effectively pay a user tax (fee for service) shifting some burden from the public tax revenue to private payments. This would also help to keep Medical Tourism dollars in Alberta.

This could help the economy recover more efficiently by creating choices, for both physicians and patients, in time and public costs to the Public Health System. The economic benefit to government and the society is a health budget that will not grow excessively for Public Provincial Healthcare that in itself delays accessibility.

# Policy 12

## Division Reference

208. Industry

## Constituency

Calgary-Peigan

## Proposed Wording

### .1 VISION

*The United Conservative Party is committed to:*

#### Add a new bullet

c) ensuring that the regulatory environment does not create barriers to investment, economic growth or innovation.

## Rationale

Alberta has historically benefited from maintaining low levels of taxation. However, to maximize the province's competitiveness, Alberta also needs to maintain a modernized regulatory environment to ensure there are minimal barriers to doing business in Alberta. This will enhance Alberta's productivity, increase economic growth, provide business certainty, and accelerate innovation. Additionally, optimizing the provincial regulatory environment will assist Alberta in attracting new businesses and diversifying the provincial economy. (minimal cost)

# Policy 13

**Division Reference**

204. Environment

**Constituency**

Cardston-Siksika

**Proposed Wording****.1 VISION**

*The United Conservative Party is committed to:*

Add a new bullet

c) balancing environmental objectives with the need for economic growth, development and use of private land, and public enjoyment of public land.

**Rationale**

Provincial environmental laws, regulations and policies, including the Environmental Protection and Enhancement Act, the Water Act, the Public Lands Act and the South Saskatchewan Regional Plan, and their application have placed an undue burden on agriculture, land development, industry, and rural residents. Prohibitions, restrictions, and delays arising from the provisions of the legislation and from its implementation thwart economic growth critical to rural regions.

# Policy 14

## Division Reference

208. Industry

## Constituency

Calgary-Peigan

## Proposed Wording

### **.3 INNOVATION, RESEARCH AND TECHNOLOGY**

*The United Conservative Party believes that the Government of Alberta should:*

Add a new bullet:

b) strengthen Alberta's position as a leader in artificial intelligence and seek to establish the province as a global hub for technological innovations.

## Rationale

Alberta has the opportunity to be a top destination for a rapidly growing technology industry. According to PricewaterhouseCoopers, artificial intelligence is projected to contribute \$15.7 trillion to the global economy by 2030. While Alberta is already home to a world-leading artificial intelligence industry based in Edmonton, Alberta's low levels of taxation, entrepreneurial spirit, post-secondary research institutions, skilled workforce, and pristine parks are unique competitive advantages that can enable Alberta to stand out as an attractive destination for technological innovation. Advancements in the areas of artificial intelligence and big data can enhance and strengthen our province's energy industry and ensure Alberta remains competitive long-term. Growing Alberta's tech sector will also assist the province in diversifying our economy and provide future economic prosperity for Albertans. (medium cost)

# Policy 15

## **Division Reference**

201. Community Safety

## **Constituency**

Cardston-Siksika

## **Proposed Wording**

### **(NEW SECTION) .4 COMMUNITY SAFETY**

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a New Bullet:

- a) ensure that the safety of local communities is prioritized in decisions regarding supervised consumption sites.

## **Rationale**

Communities need to be kept safe from the effects of supervised consumption sites and current laws need to be enforced at the site and in the surrounding community.

# Policy 16

## Division Reference

401. Justice

## Constituency

Morinville-St Albert

## Proposed Wording

### .1 VISION

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a new bullet

b) create an Alberta provincial police force to augment or replace services currently offered by the Royal Canadian Mounted Police [RCMP].

## Rationale

In November 2019 Premier Kenney announced a panel to explore the benefits of re-establishing the Alberta Provincial Police [APP], as well as policies impacting the return of federal programs to Alberta's jurisdiction and the future of the Alberta Sheriff's Branch.

Alberta has a 146-year relationship with the Royal Canadian Mounted Police beginning with its predecessor, the North-West Mounted Police [NWMP] being deployed to Fort Macleod in 1874. In 1917 the NWMP left and the Alberta Provincial Police served the province from 1917-32, when it was eliminated as a cost-cutting measure during the Depression.

Alberta's attachment to the RCMP is visceral, visual, personal and ubiquitous with its 4,200 staff and 113 detachments throughout the province. The RCMP and its freshly washed vehicles are a Western Canada fixture.

But is the RCMP-Alberta relationship optimal for the 21st century?

The RCMP holds iconic status among many Albertans. For others, however, its federal mandate and allegiance with Ottawa are cause for concern. The RCMP can be viewed as a relic of Alberta's colonial past when Upper Canada and Lower Canada decided what was best for Central Canada and how the resource-rich West could be mined.

# Policy 17

## Division Reference

202. Education

## Constituency

Calgary-Edgemont

## Proposed Wording

### **.6 PROFESSIONAL PRACTICE AND ACCOUNTABILITY**

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a new bullet:

h) develop a new vision for student learning and K-12 curriculum that includes:

- i. Mastery in the disciplines of Science, Technology, Engineering, & Math (STEM).
- ii. Multiple literacies, skills, and knowledge of key subject specific content in language, mathematics, financial concepts, technology, critical thinking, problem solving, physical and mental health, and empathy for others.
- iii. An understanding of democratic rights and values, civic engagement, economic development and innovation, responsible environmental stewardship, diversity and Alberta's role in world energy.

## Rationale

STEM is cross-curriculum based on the idea of educating students in four specific disciplines — science, technology, engineering, and mathematics — in an interdisciplinary and applied approach. STEM integrates the disciplines into cohesive learning based on real-world applications.

Students graduating with a STEM focus are better prepared for new career opportunities that have emerged in recent years. Students graduate with the knowledge, skills, and competencies for successful and fulfilling lives and ready to make meaningful contributions to their communities.

Through Leadership of the Hon Adriana LaGrange, Minister for Education, Alberta Education has achieved the following:

- Implemented the Choice in Education Act.
- Repealed Ministerial Order #001/2013 to remove the focus on discovery/inquiry-based learning.
- Developed a New Ministerial Order on Student Learning.
- Released the Curriculum Advisory Panel report on the draft K-12 curriculum

# Policy 18

## Division Reference

206. Health

## Constituency

Athabasca-Barrhead-Westlock

## Proposed Wording

### **.3 PRIMARY CARE DELIVERY AND HUMAN RESOURCES**

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a new Section

c) ensure timely delivery of all publicly funded surgeries by removing caps placed on the number of such surgeries.

## Rationale

Health care is an important issue for Albertans. The existing rationing system is not serving Albertans well. Long wait lists are causing unacceptable suffering and misery.

# Policy 19

## Division Reference

301. Government

## Constituency

Taber-Warner

## Proposed Wording

### .2 DEMOCRACY

*The United Conservative Party believes the Government of Alberta should:*

#### Add a new bullet

e) adopt a mechanism for the recall of MLAs by their constituents.

## Rationale

Knowing that the citizens of his/her constituency could demand a recall should encourage the MLA to be more in touch and attuned to the interests, needs and issues of all the members of the constituency.

Citizens should be able to recall their elected provincial representatives.

This would require gathering signatures from 50% plus one of the total number of voters who voted in that constituency in the last provincial election.

After the Chief Electoral Officer (CEO) has notified the elected representative of the accepted request to start a recall petition, the citizens would have 120 days to collect the signatures.

Upon receipt of a bona fide petition, the CEO would have 60 days within which to call the by-election.

This provides a sense of peace and confidence for citizens and increases MLA motivation to more effectively represent the people who elected him/her and less likely to be “whipped” by the Party.

# Policy 20

**Division Reference**  
302. Intergovernmental

**Constituency**  
Calgary-Elbow

## Proposed Wording

### **.2 FEDERAL**

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a new bullet

c) commit to working with the federal government to develop one-window regulatory approval processes to minimize regulatory delays and burdens imposed on projects, particularly regarding critical infrastructure.

## Rationale

The absence of cooperation agreements or memorandae of understanding between the provincial and federal government on regulatory and environmental reviews and standards creates duplication of processes resulting in unnecessary delays and costs, and drives investment and skilled people from our province.

# Policy 21

## Division Reference

203. Energy

## Constituency

Calgary-West

## Proposed Wording

### **.2 RESOURCE STRATEGY**

*The United Conservative Party believes the Government of Alberta should:*

#### Add a new bullet

e) develop a strategic petroleum reserve and expand existing storage capacity in Alberta.

## Rationale

Albertans are at risk of continued crude oil price volatility and energy insecurity due to global fluctuations in supply and demand combined with egress constraints unique to our province. Creating a strategic petroleum reserve will provide Albertans with domestic energy security and enhanced price stability by establishing an emergency supply of crude oil as well as spare storage capacity that can be used to moderate the impact of petroleum supply and demand shocks on the Alberta industry. Building additional storage capacity prepares the province for the next natural disaster, global crude oil price war, market disruption, or pandemic by maintaining both emergency oil reserves and emergency storage space. The provincial government would be able to purchase crude oil at a discount when supply is in excess, and then sell it when prices recover. This would allow production to continue uninterrupted through periods of low demand and ensure more stable tax and royalty revenue for Albertans. The USA has a strategic petroleum reserve with capacity of over 700 million barrels while Alberta presently has only 60 million barrels of oil storage capacity. Fortunately, viable options exist for the expansion of Alberta's network of storage. As an example, there is salt cavern storage potential at Fort Saskatchewan that could be expanded upon. This plan compliments the Party's existing pipeline strategy. Given the magnitude of the investment required, its long term

# Policy 22

## Division Reference

208. Industry

## Constituency

Calgary-Peigan

## Proposed Wording

### .1 VISION

*The United Conservative Party is committed to:*

#### Add a new section:

d) ensuring publicly funded organizations, institutions and services do not encroach upon the realm of free enterprise in Alberta.

## Rationale

In accordance with the UCP Statement of Principles, government practices should support, promote and sustain private businesses - not interfere with the balance of a free market system.

There are many examples where publicly funded agencies or institutions provide products and services in direct competition with Alberta businesses. As such, private businesses find themselves at a competitive disadvantage when competing against those whose wages, equipment and/or materials are subsidized by taxpayers.

The unintended consequences of such actions are proving to undermine the tenets of a free enterprise-driven economy.

To help reignite the Alberta economy, create jobs and restore the Alberta Advantage, the government should review current practices and establish a framework whereby all parties participate on a level playing field. (minimal cost)

# Policy 23

## Division Reference

202. Education

## Constituency

Calgary-Edgemont

## Proposed Wording

### **.6 PROFESSIONAL PRACTICE AND ACCOUNTABILITY**

*The United Conservative Party believes the Government of Alberta should:*

#### Add a new Section

f) prohibit any professional body charged with regulating Teacher/Principal certification or professional conduct and practice from conducting activities related to:

- i. collective bargaining;
- ii. the administration of a collective agreement; or
- iii. any matter under the jurisdiction of the Labour Relations Board.

## Rationale

A labour union is an association that acts as the exclusive representative for its members to the employer and the government. Self regulating professional associations act to protect the public interest and regulate the conduct of their members. Complaints of unprofessional conduct by a parent, student, member of the public, or fellow teacher are referred to the ATA for adjudication. Unprofessional conduct is behaviour by a Teacher that is: listed as an indictable offense under the Criminal Code of Canada; detrimental to the best interests of students, the public or the teaching profession; prohibited by the Teaching Profession Act or the teachers Code of Professional Conduct; and harmful to the standing of Teachers. In all complaints of unprofessional conduct, the ATA is required to represent both the prosecutor (the public interest complainant) and the defendant (the Teacher accused of unprofessional conduct). This is an aberration which needs to be rectified through separation of the professional regulatory body from the union. There are no cost implications to the Government of Alberta as professional associations and unions are funded by their members.

# Policy 24

## Division Reference

301. Government

## Constituency

Calgary-West

## Proposed Wording

### **.1 ACCOUNTABILITY AND TRANSPARENCY**

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a New Section

k) repeal Bill 10: Public Health (Emergency Powers) Amendment Act, 2020.

## Rationale

Bill 10 is unconstitutional legislation that was rushed through the Alberta Legislature on April 2, 2020. This Bill grants additional powers under the Alberta Public Health Act such that any single politician can now also write, create, implement and enforce any new law, without approval or consultation of the Legislative Assembly of Alberta. Additionally, maximum penalties under the Public Health Act have been increased from \$2,000 to \$100,000 for a first offence, and from \$5,000 to \$500,000 on a subsequent offence. These penalties are egregiously punitive. Existing legislation provided adequate provisions for the government to take exceptional measures in the event of a health emergency. Albertans have a constitutional right to have their elected representatives involved in the making of new laws and have not given the government mandate to override the basic tenets of representative democracy by giving power to one person to override the rights of millions because it is their opinion to do so. This bill contravenes our Charter-protected personal rights, individual freedom, and constitutional guarantee to be free from government abuse and overreach. Note: Rationale sourced from Bill 10: Alberta government gives itself sweeping new powers to create new laws without Legislative Assembly approval, John Carpay, Justice Centre for Constitutional Freedom, April 6, 2020

# Policy 25

## Division Reference

201. Community

## Constituency

Morinville-St Albert

## Proposed Wording

### .1 VISION

*The United Conservative Party is committed to:*

#### Replace

f) ~~ensuring an adequate supply of affordable housing with supportive care for seniors.~~ increasing investment in and oversight of care facilities for seniors.

## Rationale

Seniors fought for and toiled to make this province and this country what they are, and in their elder years they deserve decent living conditions and a quality of life. Thousands find they require residences such as lodges, designated supportive living facilities, long-term care facilities, nursing homes and auxiliary hospitals.

Such facilities are responsible to, and for, their residents. However, substandard care, patient abuse and other failures demonstrate the vulnerability of seniors and the urgency for action.

The COVID-19 pandemic is the most recent and worldwide tragedy to reveal the dangerous, and indeed deadly, situations that some seniors find themselves in. Best practices must become the norm. Government oversight and funding need to be addressed, along with HR issues such as chronic under-staffing, under-paid and under-trained staff, inadequate facility standards and regular monthly inspections.

# Policy 26

## **Division Reference**

208. Industry

## **Constituency**

Calgary-Klein

## **Proposed Wording**

### **(NEW SECTION) .7 PETROCHEMICAL AND DOWNSTREAM PRODUCTS**

*The United Conservative Party believes that the Government of Alberta should:*

#### New:

a) use the abundance of Alberta's natural gas resources to encourage downstream growth in petrochemicals which could be used in the manufacturing of a vast array of plastics.

## **Rationale**

With the abundance of Natural Gas at our disposal, it is a good opportunity to use this resource in the petrochemical industry. This would create good paying jobs and increase the Heartland petrochemical industry. A major centralized plastics recycling centre for Canada could be built with an inexpensive source of energy.

# Policy 27

## Division Reference

301. Government

## Constituency

Taber-Warner

## Proposed Wording

### **.1 ACCOUNTABILITY AND TRANSPARENCY**

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a New Section:

j) adopt legislation that makes possible citizen initiated referendums.

## Rationale

The United Conservative Party believes an issue considered a political hot potato, should be voted on by the public. Issues that need to be addressed but are in jeopardy of being sidelined, turned down by the professional bureaucracy, or not on the priority list of the governing party could then reach the light of day.

This ensures that democracy has a voice in spite of public pressures exerted by the Media, the Federal Government, the United Nations, the World Health Organization, Unions or any other group trying to push agendas on the people of Alberta.

The citizens of Alberta would be able to put proposed legislation on an upcoming election ballot, if 4 months prior to the election, they obtained a petition signed by at least 10% of the total number of individuals who voted in the previous election.

Physical signatures, or an acceptable electronic form, of eligible registered voters would be required.

Once the petition has been presented to the Chief Electoral Officer it would then be on the ballot.

A vote of 50% plus one would be required to pass the proposed legislation.

# Policy 28

## Division Reference

202. Education

## Constituency

Calgary-Edgemont

## Proposed Wording

### **.6 PROFESSIONAL PRACTICE AND ACCOUNTABILITY**

*The United Conservative Party believes that the Government of Alberta should:*

#### Add a New Section:

- g) create a self-governing professional regulatory association for Alberta Teachers that is responsible for Teacher/Principal :
- i. certification,
  - ii. professional conduct and practice,
  - iii. professional qualifications, and
  - iv. continuing teacher competency.

## Rationale

The Alberta Teachers Association (“ATA”) remains whole through the Teaching Profession Act and the Education Act which allow for both arms to continue despite an inherent conflict of interest. The ATA is against dividing themselves in two separate organizations for union and professional body, preventing Teachers from becoming a self-regulating profession. Self governing professional regulatory associations are required by law to protect the public interest through ensuring their members: meet educational and training requirements; provide safe, ethical and competent services; follow prescribed codes of conduct; and have appropriate complaint, investigative and disciplinary processes. Teacher certification is the responsibility of Alberta Education and Minister of Education. This practice is contrary to self regulating professions where registrar functions are the responsibility of a professional association that is funded by members. Transferring the registrar functions to a teacher professional association is estimated to save taxpayers \$5-\$10 million per annum.

# Policy 29

**Division Reference**  
302. Intergovernmental

**Constituency**  
Calgary-West

## Proposed Wording

### **.5 MUNICIPAL**

*The United Conservative Party believes that the Government of Alberta should:*

Add a New Section:

b) not allow municipal governments to run budget deficits.

## Rationale

In light of the current COVID-19 induced economic crisis being experienced by the Alberta, municipal government leaders have been lobbying the Alberta government to allow municipalities to run “temporary” deficits to cover what they are characterizing as short-term funding shortfalls. If municipal governments are allowed to run deficits, they will very quickly find themselves burdened with large, growing and unsustainable debt loads, much like provincial and federal governments are today.

Municipal governments have been slow to reduce staffing and spending in response to the severe economic slowdown, and this has made overspending problems that existed prior to the crisis even more dire. The only way that municipal governments will be forced to reduce spending and realign budgets to focus only on the programs and services that are truly needed, is to maintain the hard cap on how much they can spend.

# Policy 30

**Division Reference**

208. Industry

**Constituency**

Livingstone-Macleod

**Proposed Wording****.1 VISION**

*The United Conservative Party is committed to:*

Add a New Section:

e) supporting and protecting family and small business in all policy and regulations related to these businesses.

**Rationale**

A policy to ensure the UCP is always considering best options for the success of Alberta based small and family businesses, which also includes the protection from future laws and regulations that could be harmful to these businesses.

# GOVERNANCE RESOLUTIONS

**MOTION #1 - TO CONSOLIDATE RESOLUTIONS**  
**(50% to pass)**

**Proposed by the United Conservative Association Board of Directors**

**RATIONALE:**

Self explanatory.

**BE IT RESOLVED THAT:**

1. The members instruct the Secretary of the United Conservative Association to, at the conclusion of this Annual General Meeting, consolidate the special resolutions amending the Bylaws that are passed by the members, and to arrange for the consolidated Bylaws of the Association to be filed with the Corporate Registrar as soon as is reasonably possible.
2. The Secretary may make any numerical, spelling, punctuation and grammatical changes as may be necessary to accomplish this task.
3. The Secretary shall consolidate the general resolutions amending the Constitutional Documents that are passed by the members, make any numerical and grammatical changes as may be necessary, and arrange for the consolidated Constitutional Documents to be posted to the Party website as soon as is reasonably possible.
4. The Secretary shall make all the necessary entries in the minute book of the Society.

**SPECIAL RESOLUTION SR-01**  
**(75% to pass)**

**Proposed by the United Conservative Association Board of Directors**

**RATIONALE:**

1. The Bylaws contain certain redundancies, grammatical, numerical, capitalization and word usage inconsistencies, misnomers and ambiguities that require correction.
2. The term “Treasurer” is inconsistent with the requirements of the Election Finances and Contributions Disclosure Act, and should be changed to “Chief Financial Officer”.
3. The phrase “Directors and Officers” is redundant since by definition, all Officers are also Directors.

**BE IT RESOLVED THAT:** the United Conservative Association Bylaws are hereby amended as follows, renumbering affected articles accordingly:

3.1. In these Bylaws, the following words have these meanings:

3.1.2 “AGM” means an annual general meeting of the Association provided for in these Bylaws at which, among other things, the Directors are ~~annually~~ elected to the Board;

3.1.9 “Director” means a voting member of the Board who is either the Leader, a Regional Director, or Officer;

3.1.17 “Regional Director” means ~~the~~ a person elected to represent their region on the Board;

4.7.3 For the purpose of voting at any level (e.g. AGM, Nomination, Leadership etc.) voters must be a member in good standing for a minimum of twenty-one (21) days prior to the vote.

4.11 The Executive Director of the Party will maintain the confidentiality of Member information through the requirement of the completion of a non-disclosure agreement before any individual (including but not limited to Party employees, eCandidates, CA ~~B~~board members) is granted access to any membership information. At the Constituency Association level the CA ~~B~~board ~~P~~resident is responsible for ensuring non-disclosure agreements are completed by any CA Member granted access to confidential Member information.

7.1. Directors ~~and Officers~~ will be volunteers and will receive no remuneration. The Board may establish such policies and procedures as may be necessary to allow for the reimbursement of reasonable expenses incurred by Directors and Officers while carrying out their duties.

7.2.3 ~~Treasurer~~; Chief Financial Officer (CFO);

7.2.9 Ten (10) ~~d~~Directors consisting of two (2) from each of the following regions: Edmonton; Calgary; northern Alberta outside of Edmonton; central Alberta; and southern Alberta outside of Calgary; and

7.8 Directors ~~and Officers~~, other than the Leader, may be removed by a vote of two-thirds of the Board present and voting at a meeting called for that purpose.

7.12 The ~~Treasurer~~ CFO is the chief financial officer of the Association and will:

7.13 The Secretary will:

7.13.1 prepare or cause to be prepared minutes of all meetings of the Association and of the Board;

7.13.3 register or cause to be registered the Association, these Bylaws and any changes thereto with the Societies Registrar defined in the Act.

8.4 Directors ~~and Officers~~ shall be fiduciaries of the Association and shall exercise their duties and powers honestly and with a view to the best interests of the Association.

8.5 No ~~d~~Director, employee, or Member shall have any authority to act for or on behalf of the Association, Party or Legacy Parties except as specifically provided by the ~~Executive Committee~~ Board through adoption of a resolution or a standing rule of order.

8.6 A ~~d~~Director ~~or Officer~~ shall disclose to the Board any direct or indirect interest he or she (or his or her spouse or child) has, or may have in any contract or arrangement proposed with the Association, Party or Legacy Parties. A ~~d~~Director shall not vote in respect of any such matter.

8.7 When acting within the scope of their authority, no employee, volunteer, ~~d~~Director, or member of any ~~e~~Committee established by the Association, Party, or Legacy Parties shall be liable for any debts, actions, claims, demands, liabilities, or commitments of any kind of the Association, Party, or Legacy Parties. The Association may indemnify and hold harmless each such person against any debt, action, claim, demand, liability or commitments and may purchase and maintain insurance for the benefit of each such person.

11.1 The Board may meet together at such time and place as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they see fit, and may hold meetings, in whole or in part, by telephone or telephone conference call or such other electronic media as deemed appropriate.

~~11.6 Board meetings may be conducted in person or by telephone conference call.~~

**SPECIAL RESOLUTION SR-02**  
**(75% to pass)**

**Proposed by Calgary-Glenmore and  
United Conservative Association Board of Directors**

**RATIONALE:**

1. The Association's Statement of Principles is currently embedded in the Policy Declaration. Our Principles are designed to guide and direct to our Association and Party at a very high level, and should be moved from their relative obscurity in the Policy Declaration to a place of prominence in our governance documents.
2. The Statement of Principles deserves better placement in the UCA and UCPA Constitutional Documents than being apportioned the Policy Declaration, which changes annually with updated policies.

**NOTE: This Resolution amending Article 10.1 must pass and be ratified in order for subsequent Special Resolution SR-03 to pass.**

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by:

1. Amending Article 10.1 as follows, renumbering affected articles as necessary:

**Article 10**  
**Constitutional Documents**

10.1. The Association will adhere to certain constitutional documents ratified and maintained by the Members including but not limited to:

10.1.1 A Statement of Principles;

10.1.2 A Policy Declaration; ~~that includes a statement of Principles~~ and;

10.1.3 A Governance Manual that includes a Standing Committee List and rules governing:

10.1.~~23~~.1 the conduct, selection and review of the Leader;

10.1.~~23~~.2 constituency associations;

10.1.~~23~~.3 the conduct of Caucus; and

10.1.~~23~~.4 dispute resolution.

## **SPECIAL RESOLUTION SR-03**

**(75% to pass)**

**Proposed by Calgary-Glenmore and  
United Conservative Association Board of Directors**

### **RATIONALE:**

1. If Special Resolution SR-02 passes, the Statement of Principles will have been moved from their relative obscure position embedded in the Policy Declaration and placed in a deserved higher level of prominence in the Association's Constitutional Documents.
2. The Statement of Principles are the foundational pillars designed to guide and direct our Association and Party at a very high level, and deserves an equally high amendment threshold to maintain this prominence for our guidance.

**NOTE: This Resolution, if passed, will only be ratified if Special Resolution SR-02 also passes and is ratified; otherwise it is void and of no effect.**

**BE IT RESOLVED THAT** if, and only if Special Resolution SR-02 passes and is ratified, the United Conservative Association Bylaws are hereby altered by amending Article 10.2 as follows, renumbering affected articles as necessary:

10.2 Constitutional documents may be amended by a majority of the Members present and voting at an AGM or SGM, excepting:

10.2.1 The Statement of Principles which may be amended by a three fourths (75%) majority vote;

**SPECIAL RESOLUTION SR-04**  
**(75% to pass)**

**Proposed by United Conservative Association Board of Directors**

**RATIONALE:**

1. The United Conservative Association does not have a constitution per se. Article 10 of the Bylaws was created to contain “constitution-like” documents such as the Constituency Association Rules. More documents pertaining to Leadership Selection, Candidate Selection, Code of Conduct and Dispute Resolution Process and others may be approved by Members and placed into Article 10 to improve the suite of documents for effective grass-roots governance of the Association and the Party.
2. Article 10 as it is currently structured makes it somewhat difficult for the constitutional documents to evolve and adjust to Members’ wishes. A simplified framework will make it easier to add missing governance documents following the adoption by the Members of this special resolution.
3. Restructuring Article 10 will help to clarify and separate the many important roles addressed by these and other documents, and create a framework that will streamline and simplify Members’ ability to rescind, alter or add to the Constitutional Documents in the future.
4. After the currently proposed constitutional documents and additions to the Standing Committee List are debated and voted on, the Members will have the opportunity to consider the merits of raising approval thresholds for future AGMs by debating and voting on Special Resolution SR-05.

**NOTE: This Resolution amending Article 10.1 must pass in order for subsequent Special Resolutions SR-06 and Resolutions GR-05 and GR-07 to pass.**

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by:

1. Amending Article 10.1 as follows, renumbering affected articles accordingly:

**Article 10**  
**Constitutional Documents**

10.1. The Association will adhere to certain constitutional documents ratified and maintained by the Members including but not limited to:

10.1.1 A Policy Declaration that includes a statement of Principles;

10.1.2 ~~A Documents contained in a Governance Manual, and; that includes a Standing Committee List and rules governing:~~

~~10.1.2.1 the conduct, selection and review of the Leader;~~

~~10.1.2.2 constituency associations;~~

~~10.1.2.3 the conduct of Caucus; and~~

~~10.1.2.4 ——— dispute resolution.~~

10.1.3 A Standing Committee List.

2. Adding a new definition to Article 3 as follows, numbering it, and renumbering affected articles accordingly:

“Governance Manual” means a collection of constitutional documents recording rules, policies and procedures enacted by the members relating to the governance of the Association and the Party.

**RESOLUTION GR-01**  
**(Majority plus plurality over GR-02 to pass)**

**Proposed by Calgary-Currie, Calgary-West, St. Albert**

**RATIONALE:**

1. It is vital that a permanent set of rules for reviewing the current leader and selecting the next leader of the UCPA be approved by the UCPA membership and incorporated into our Party's constitutional documents. If the proposed Leadership Review and Selection Rules are not adopted at an AGM, it defaults to the Party Board to create whatever rules they prefer.
2. The Sponsors, in conjunction with the CA collaborative Workshop were guided by the idea that a Leadership Election Committee should have sufficient latitude to perform its functions effectively within the context of the moment, while keeping in place sufficient checks and balances to ensure that the process is fair, transparent and orderly.

**NOTE: This Resolution, if it passes with more votes in favor than Resolution GR-02, will be entered into the Bylaws as an Article 10 constitutional document.**

**BE IT RESOLVED THAT** the constitutional document attached hereto as Schedule "A", if it passes with a plurality of votes over Resolution GR-02, shall be added to the Bylaws as either:

1. Article 10.1.2.1, or
2. A constitutional document added to the Governance Manual titled "Leadership Review and Selection Rules" as the case may be, subject to the passage and ratification of Special Resolution SR-04.

**Schedule "A"**  
**LEADERSHIP REVIEW AND SELECTION RULES**

1. Preamble

1.1. These Leadership Review and Selection Rules (the "Leadership Rules") shall constitute the rules and procedures for the review and selection of the Leader ["Leader"] of the United Conservative Party of Alberta (the "Party").

2. Definitions - In this document the following terms are defined as follows:

2.1. "**Annual General Meeting**" means a meeting of the Constituency Members provided for in the Bylaws at which, among other things, the Directors are annually elected to the Board;

2.2. "**Applicable Laws**" means the Election Act, RSA 2000, c E-1, the Election Finances and Contributions Disclosure Act, RSA 2000, c E-2, ("EFCDA"), and such other legislation as may, from time to time, be in effect governing the role, conduct, election and review of the Leader;

- 2.3. “**Association**” means the United Conservative Association;
- 2.4. “**Board**” means the board of directors of the Association;
- 2.5. “**Bylaws**” means the bylaws of the Association, as amended from time to time, and may include if the context requires, any constitutional documents derived therefrom;
- 2.6. “**Caucus**” means the caucus of the United Conservative Party of Alberta;
- 2.7. “**Elector**” means a Member of the United Conservative Association who is eligible to vote in a Leadership Election;
- 2.8. “**Interim Leader**” means an Interim Leader of the United Conservative Party of Alberta chosen according to the procedures outlined in these Leadership Rules, and whose term as Interim Leader shall be governed by the limitations set out in these Leadership Rules;
- 2.9. “**Leader**” means the Leader of the United Conservative Party of Alberta;
- 2.10. “**Leadership Campaign Period**” means a period of time, to be determined by the LEC, encompassing both the entire Leadership Election and such additional amounts of time before and after the Leadership Election as shall be determined as appropriate in advance by the LEC, during which time these Leadership Rules shall apply;
- 2.11. “**Leadership Contestant**” means a contestant for the leadership of the Party;
- 2.12. “**Leadership Election**” means the process by which a new Leader is elected by the members of the Party;
- 2.13. “**Leadership Election Committee**” or “**LEC**” means a neutral Leadership Election Committee established by the Board to conduct a Leadership Election;
- 2.14. “**Member**” means a member of the Association and the Party;
- 2.15. “**Party**” and “**UCP**” and “**UCPA**” mean the United Conservative Party of Alberta;
- 2.16. “**Returning Officer**” or “**RO**” means a person appointed by the LEC to oversee and manage the fair and free conduct of the Leadership Election at a particular polling place and may include, if the context requires, deputy returning officers, if any;
- 2.17. “**Secretary**” means the secretary of the Association.

### 3. Leadership Review

#### 3.1 A Leadership Review will be held:

3.1.1 at one out of every three Annual General Meetings of the Party, which must be years where an election date is not fixed by the Election Act; or

3.1.2 at a Special General Meeting of the Party to be held for the purpose of such a review at the earliest possible time following:

3.1.2.1 an election in which the Party fails to form a majority government; or

3.1.2.2 the passage of a resolution by a vote of a two-thirds (2/3) majority of the entire membership of the UCA Board at a Board meeting called for that purpose; or

3.1.2.3 at the request of sufficient UCPA Constituency Associations in accordance with the process outlined in Article 5.7 of the Bylaws.

3.2 In the case of such a Leadership Review:

3.2.1 All Members eligible to vote on matters at a general meeting shall be eligible to vote in the Leadership Review.

3.2.2 Voting shall be by secret ballot.

3.2.3 The question shall be “Do you approve of the current Leader?”

3.2.4 The voting options shall be “Yes” or “No”.

3.2.5 The number of votes cast for and against the question, and the total valid votes cast, will be announced to the Members present at the general meeting prior to the end of the general meeting.

3.2.6 A “Yes” vote of less than fifty percent (50%) of the total valid votes cast, shall automatically trigger a Leadership Election, as per Article 4.1.1 in this document.

#### 4. Leadership Election

4.1 A Leadership Election shall be called by the Board whenever the Leader:

4.1.1. Loses a Leadership Review vote, as defined in Section 3 of this document;

4.1.2. Resigns;

4.1.3. Retires;

4.1.4. Becomes medically incapable of performing his or her duties; or

4.1.5. Dies.

4.2. Should the Leader publicly announce their intention to resign as Leader, he or she will immediately deliver a written notice of such intent to the Secretary. If such notice is not received within five (5) business days of a public announcement, the Leader’s resignation will be accepted as given, and a Leadership Election will commence.

4.3. In the event that the position of Leader becomes vacant, the Board shall at the earliest possible opportunity, arrange for the election of an Interim Leader by a simple plurality vote of Caucus.

4.4. If the Caucus does not or cannot elect an Interim Leader in a timely manner, or if the Party has less than three (3) members of the Legislature at the time that the position of Leader becomes vacant, then a meeting of the Board alone shall select an Interim Leader.

4.5. The Interim Leader shall not be eligible to be a candidate in the Leadership Election.

4.6. No person shall be compelled to accept the position of Interim Leader.

4.7. The Interim Leader will have the full authority of the Leader and will remain as Interim Leader until either the Leadership Election is complete, or the Interim Leader vacates their position by one of the methods described in Section 3.1.

4.8. In preparation for a Leadership Election, the Board shall appoint a Leadership Election Committee (LEC), consisting of Members of the Party.

4.8.1. The LEC may include members of the Board, but members of the Board shall be non-

voting members of the LEC.

4.9. The LEC shall establish the rules, procedures and mechanisms under which the Leadership Election shall be conducted, so long as the rules, procedures and mechanisms are not contrary to anything contained in the Bylaws and this Leadership Review and Selection Rules document.

4.10. The LEC shall appoint a returning officer (RO) and may appoint one or more deputy returning officers.

4.11. Members of the LEC, their delegates and representatives, and all other election officials will sign neutrality and confidentiality agreements in a form prescribed by the LEC.

4.12. The LEC shall remove and replace anyone who contravenes the neutrality and confidentiality agreement.

4.13. Party staff members and contractors shall be required to remain neutral throughout the Leadership Campaign Period and will not support any Nominee or involve themselves in any Nominee's campaign in any way.

4.14. Leadership Candidates must:

4.14.1. Be a Member of the Party who has been a Member for at least six (6) months, subject to a waiver being granted by the LEC in consultation with the Board and Caucus;

4.14.2. Be a Canadian citizen;

4.14.3. Be of the full age of 18 years;

4.14.4. Complete and submit an application form as specified by the LEC;

4.14.5. Meet all qualification requirements under Applicable Laws;

4.14.6. Agree to abide by these Leadership Rules and any additional rules specified by the LEC;

4.14.7. Pay all fees prescribed by the LEC, which may include a refundable good conduct bond;

4.14.8. Provide a nomination petition signed by at least five hundred (500) Members, including at least one hundred (100) Members from each region specified in the Bylaws.

## 5. Voting

5.1. A Member of the Party must have been a Member for at least twenty-one (21) days prior to the commencement of voting in the Leadership Election in order to be eligible to cast a vote in the Leadership Election.

5.2. All eligible voters may vote in-person at a polling station or by whatever other secure means are allowed and specified by the LEC.

5.3. Members may vote at any polling station, even if not their home riding, in order to accommodate rural voter and increase voter turnout.

5.4. The RO shall validate the credentials of voters. To prove their eligibility, Members must provide either one piece of photo identification that provides their name and address or one piece of photo identification that provides 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 RO may waive this requirement on an individual basis where the Member is otherwise

known or other exceptional circumstances apply. Statutory Declarations in lieu of proper credentials will not be allowed. The Board may provide supplementary rules and instructions for credentials.

5.5. Voting will be on the basis of one Elector, one vote by an unweighted preferential ballot (single transferable vote).

5.6. The voting process will permit, but not require, an Elector to list Leadership Contestants in the order of the Elector's preference.

5.7. If following the tabulation of votes a Leadership Contestant has received more than 50% of the total number of first preference votes cast, that Leadership Contestant will be declared the winner and will immediately become the Leader (spoiled ballots are not valid ballots for the purposes of determining votes cast).

5.8. If following the tabulation of votes no Leadership Contestant has received more than 50% of the total number of first-preference votes cast, then:

5.8.1. the Leadership Contestant with the fewest number of first-preference votes cast will be removed from the leadership contest;

5.8.2. for the ballots for which the first preference was the removed Leadership Contestant, the second-preference votes will be allocated to the remaining Leadership Contestants;

5.8.3. the votes will then be re-tabulated and if a Leadership Contestant has received more than 50% of the total number of votes cast, that Leadership Contestant will be declared the winner and will immediately become the Leader;

5.8.4. if no Leadership Contestant has received more than 50% of the total number of votes cast, this process will be repeated, removing one Leadership Contestant at a time, until a winner is declared;

5.8.5. the chair of the LEC shall vote but his or her ballot shall be held apart by the RO and not be counted unless there is a tie between two or more of the Leadership Contestants with the lowest number of votes and a tie-breaking vote is needed to determine which Leadership Contestant is eliminated, in which case the vote cast by the chair of the LEC shall be counted by the RO to break the tie; and

5.8.6. the result of each round of counting shall be publicly announced when it is completed.

## 6. Complaints, Dispute Resolution and Appeal Process

6.1.1. Any dispute, breach or complaint arising herein shall be referred to the Arbitration Committee to be dealt with under the General Dispute Resolution Process or, if no General Dispute Resolution Process is in effect, such other processes as have been the recent practice of the Arbitration Committee.

**RESOLUTION GR-02**  
**(Majority and plurality over GR-01 to pass)**

**Proposed by Edmonton-City Centre**

**RATIONALE:**

1. This proposed set of rules for leader conduct, selection and review provides the right balance between setting a foundation for leadership election based on fundamental grassroots principles while still providing flexibility to the Leadership Election Committee (as appointed by a future Board) to finalize detailed provisions for a particular leadership election, thus allowing the Party to improve the overall leadership selection process over time.

**NOTE: This Resolution, if it passes with more votes in favor than Resolution GR-01, will be entered into the Bylaws as an Article 10 constitutional document.**

**BE IT RESOLVED THAT** the constitutional document attached hereto as Schedule “B”, if it passes with a plurality of votes over Resolution GR-01, shall be added to the Bylaws as either:

1. Article 10.1.2.1, or
2. A constitutional document added to the Governance Manual titled “Rules Governing Conduct, Selection and Review of the Leader” as the case may be, subject to the passage and ratification of Special Resolution SR-04.

**Schedule “B”**

**Rules Governing Conduct, Selection and Review of the Leader:**

*United Conservative Party of Alberta*

The following Rules are established pursuant to the By-Laws:

**Article 1      Review of the Leader**

1.1 At the first AGM following a provincial general election when the Party does not form the government and the Leader has not indicated, prior to the commencement of the AGM, an irrevocable intention to resign, the attendees will vote by secret ballot if they wish to engage the leadership selection process.

**Article 2      Leadership Events**

In the event of any of the following, the Board shall implement the leadership selection process at the earliest convenient date thereafter:

- 2.1 the death or retirement of the Leader;

- 2.2 the Leader indicates an intention to resign by submitting notice in writing to the President of the party;
- 2.3 more than fifty percent (50%) of the votes cast at an AGM as provided for in Article 1.0 are in favour of engaging the leadership selection process.

### **Article 3          Leadership Selection Process**

In the event of the implementation of the leadership selection process, the following shall apply:

3.1 Caucus shall appoint an Interim Leader of the Party who shall exercise the powers and responsibilities of the Leader until a new Leader has been selected. In the event there are no members of Caucus the party board shall select the Interim Leader. A person appointed as Interim Leader may not be nor become a candidate in the leadership selection process. An Interim Leader may but need not be appointed where the Leader has indicated an intention to resign.

3.2 The board shall appoint the chair and members of the leadership election committee (LEC).

3.3 The LEC shall determine the rules and procedures for the conduct of the leadership selection process, including a dispute resolution procedure which shall be final and binding. The rules shall provide that all members may cast a ballot; in accordance with the Bylaws.

3.4 Voting will be by preferential vote (single transferable ballot).

**RESOLUTION GR-03**  
**(Majority to pass)**

**Proposed by Calgary-Hays, Calgary-Peigan, Airdrie-East**

**RATIONALE:**

The current Code of Conduct found on the UCPA website has never been formally ratified by the Party members, and is also in need of updating.

For many years, a well-understood Code of Conduct has been a standard requirement for all organizations, be they public, private or non-profit. But never more important than these days as our country and province deal with very challenging societal matters relating to public health, confidential information, personal privacy considerations, and moral and ethical issues.

It is vitally important that our members can review and pass judgment on a fair-minded but firmly worded document that will guide our words and actions as we carry out Party-based activities.

**BE IT RESOLVED THAT** the constitutional document attached hereto as Schedule “C” shall be added to the Bylaws as either:

Article 10.1.2.3, or

A constitutional document added to the Governance Manual titled “Code of Conduct”, as the case may be, subject to the passage and ratification of Special Resolution SR-04.

**Schedule “C”**  
**CODE OF CONDUCT**

**APPLICATION**

The objective of this Code of Conduct is to uphold all the rules and general good conduct of UCPA members, while equally abiding by and respecting all applicable laws.

- 1) This Code of Conduct applies to:
- a) members of the Board, and members who serve on any committee of the Board,
  - b) members of the boards of UCPA Constituency Associations,
  - c) nominated candidates of the UCPA,
  - d) contestants in UCPA candidate nomination contests,
  - e) contestants in UCPA leadership contests,
  - f) members of the UCPA caucus,
  - g) employees and other staff of the UCPA, and
  - h) any other person who agrees or undertakes to be bound by this code.

- 2) Persons referred to in article 1 shall:
- a) speak and act honestly, in good faith, with the best interests of the UCPA and the people of Alberta foremost in mind,
  - b) in the performance of their UCPA duties, exercise the care, diligence, and skill that a reasonably prudent person would exercise in carrying out a public trust,
  - c) comply with all applicable laws, UCA Bylaws, and any other UCPA governance rules, processes, policies or procedures,
  - d) protect the confidentiality of internal UCPA information and UCPA party membership information,
  - e) disclose any material conflict of interest and refrain from participating in any matter related to the conflict unless specifically permitted to participate,
  - f) not cause harm or disrepute to the UCPA or its members, and
  - g) treat each member of the UCPA, including all volunteers, with courtesy, respect, civility, and tolerance.

#### CONFIDENTIALITY

- 3) To protect membership information and internal party data and information, those who have access to such data and information -- party staff, members of the Board, and members who serve on any committee of the UCPA , shall be required to sign a non-disclosure agreement (NDA) that would require adherence to defined standards, as stipulated in the NDA.

#### CONFLICT OF INTEREST

- 4) Conflict of Interest means a circumstance where a person's personal, financial, or business interests and use of influence are potentially or actually in conflict with that person's obligations to the Party per his or her UCPA role.
- 5) Because members of the Board, and members who serve on any committee of the Board, and Candidates must act in the best interests of the Party, they then should:
- a) voluntarily disclose actual or potential conflicts of interest and avoid any situation which may conflict with their duties towards the Party, private interest, or others;
  - b) voluntarily disclose any conflicts of interest arising from a family member, relative, partner, client or employer benefiting as a result of their decisions.

#### ENFORCEMENT

- 6) Any conduct that a member of the UCPA reasonably believes is a breach of this code, and that has not been resolved at the CA Board level, shall be reported to the Executive Director in writing, who shall determine:
- a) whether the conduct complained of, if true, would constitute a breach of this code, and
  - b) whether there is sufficient evidence to warrant an investigation that this code has been breached.
- 7) The Executive Director may summarily dismiss a report that is determined to be trivial or without merit, responding in writing with the reasons for dismissing the report. If the complaining member wishes

to appeal the dismissal, the Executive Director shall, upon receiving the request for an appeal, refer the matter to the Arbitration Committee. The appeal will be dealt with by the Arbitration Committee.

8) Where the Executive Director makes a determination that a complaint merits adjudication under article 6, the Executive Director shall provide a written summary to the Board, with all documents related to the matter. The Board shall then refer the matter to the Arbitration Committee, which will deal with it under the General Dispute Resolution Process.

9) The Arbitration Committee shall determine if a breach of the code has occurred, and if so:

- a) provide advice and direction to the person in breach,
- b) reprimand the person in breach,
- c) censure the person in breach,
- d) suspend the membership of the person in breach for up to 1 year, or
- e) revoke the membership of the person in breach.

10) No person whose membership has been suspended or revoked may:

- a) serve in any office of the UCPA,
- b) serve on any UCPA board or committee,
- c) serve as a UCPA nomination candidate,
- d) serve as a UCPA Candidate,
- e) serve as a UCPA leadership candidate,
- f) serve as a member of the UCPA caucus,
- g) serve on the board of a UCPA Constituency Association, or
- h) volunteer for the UCPA, while the membership of that person is suspended or revoked.

#### OTHER PROVISIONS

11) Words defined in the UCA Bylaws shall have the same meaning in this code.

12) Where there is an allegation that the Executive Director has breached this code, the responsibilities of the Executive Director under this code shall be exercised by the Secretary of the Board, who shall not be a member of the Arbitration Committee.

**RESOLUTION GR-04**  
**(Majority to pass)**

**Proposed by Calgary-Foothills, Calgary-Elbow, Calgary-Glenmore**

**RATIONALE:**

1. The proposed General Dispute Resolution Process is an all-encompassing dispute resolution process to resolve any dispute quickly and at the lowest level possible.
2. This document is synchronized with all other proposed Constitutional Documents within the Party.

**BE IT RESOLVED THAT** the constitutional document attached hereto as Schedule “D” shall be added to the Bylaws as either:

1. Article 10.1.2.4, or
2. A constitutional document added to the Governance Manual titled “General Dispute Resolution Process”, as the case may be, subject to the passage and ratification of Special Resolution SR-04.

**Schedule “D”**

**General Dispute Resolution Process**

**1. Preamble**

1.1 Scope of the Process

The General Dispute Resolution Process (the “Process”) shall serve as the dispute resolution process for the United Conservative Association ( the “Association”), the United Conservative Party of Alberta (the “Party”) and their Members for all disputes arising out of, or in connection with the interpretation of the Bylaws including its Constitutional Documents, as well as the operations of the Association, the Party, duly recognized Constituency Association(s) (“CA or CAs”) (referred to hereinafter collectively or individually as “parties” or “a party”).

1.2 Quasi- Judicial Process

The Process is a “quasi-judicial” process and as such the Process is subject to all the Rules of Natural Justice and must be fair, balanced, open and transparent. This Process applies to a dispute arising: (i) locally at the CA level including individual membership issues; (ii) arising at the Association level; (iii) arising between ten (10) Members, acting collectively, and a CA; (iv) arising between two (2) CAs; and (v) arising between a CA and the Association.

1.3 Approval of the Process

The Process is approved by the Members pursuant to Article 10.1 of the Bylaws and governs all

Members, CAs and the Association in accordance with its terms.

## **2. Definitions**

The following words and terms shall be defined as follows except where the context require otherwise:

2.1 “Arbitration Committee” means the Standing Committee appointed by the Board as described in the Standing Committee List, from which dispute resolution panels are drawn;

2.2 “Board” means the board of Directors of the Association, which is the board of Directors of the Party;

2.3 “Association Bylaws” means the Bylaws approved by the Association from time to time;

2.4 “CA Board” means the board of directors of a CA duly elected or appointed in accordance with the CA Rules;

2.5 “CA Rules” means the Constituency Association Rules approved by the Association, as amended from time to time;

2.6 “Claimant” means the party or parties initiating the Dispute including at least ten (10) Members acting collectively, a CA or CAs or the Association;

2.7 “Constituency Association or CA” is as defined in the Bylaws;

2.8 “Dispute” means any dispute arising out of or in connection with an interpretation of the Bylaws or the Constitutional Documents or the operations of the Association, the Party, a CA or CAs;

2.9 “Dispute Resolution Panel or DRP” means the panel appointed herein to adjudicate disputes;

2.10 “Issue” means the matter, question, problem, concern, conflict, or disagreement that is in dispute between or amongst the parties;

2.11 “Member” means a member of the Association and of the Party as defined in the Bylaws;

2.12 “Membership Rules” means the Membership Rules and Procedures approved by the Association or the Board from time to time;

2.13 “Officer” means a member of the Board or a CA Board who is the President, Chief Financial Officer, Secretary or a Vice President;

2.14 “President” means the President of the Board or a CA Board according to context.

## **3. Commencing the Resolution of a Dispute**

A Claimant shall give written notice of the Dispute (“Notice of Dispute”) to the President of the Association, to the President of the CA if the Dispute relates to or involves a CA, and to the party or parties against whom a claim is being made.

## **4. Date of a Dispute**

The Dispute process shall be deemed to commence on the date on which the Notice of Dispute is received by the President of the Association.

## **5. Notice of Dispute**

The Notice of Dispute shall include the following:

- 5.1 a demand that the dispute be referred to the Dispute process;
- 5.2 the full names and complete contact details of the parties;
- 5.3 a reference to any documents which are material to the Dispute;
- 5.4 a description of the claim and a succinct statement of the facts supporting it;
- 5.5 the relief or remedy sought; and
- 5.6 the details of any attempts made by the parties to resolve the Dispute.

## **6. Dispute Resolution Panel**

Upon receipt of such notice, the President of the Association will communicate with all parties to the Dispute process and request the Chair of the Arbitration Committee to appoint the Dispute Resolution Panel (DRP), which shall be comprised of two (2) Members who sit on the Arbitration Committee and have legal training or administrative panel experience and a third member of the Arbitration Committee. If the Dispute involves or affects a CA, the third member of the DRP shall be a Regional Director from the Board selected by the Chair of the Arbitration Committee. The members of a DRP shall not be from the region in which the dispute originated. The members of the DRP shall select a Chair from their number.

## **7. Adjudication and Decision**

Upon receipt of the requested information and after due consideration, the DRP shall render a decision and notify the parties and the President(s) of its decision giving written reasons therefor. Any decision by the DRP shall be made by a majority of the DRP members.

## **8. Arbitration Committee**

The Arbitration Committee (“the Committee”) shall determine all Disputes referred to the Committee pursuant to Clause 3. Decisions of a DRP are final and binding on the parties. Further:

- 8.1 the Committee shall develop its own rules and procedures, which shall be made public to Members and which will be consistent with Party Principles and Bylaws. These rules and procedures shall apply to all Disputes subject only to Article 8.4;
- 8.2 there may be at least one Member from each of the five regions recognized by the Association on the Committee. The CAs of each region may confer and then submit a list of three nominees (with CVs attached) from their regions to the President of the Association prior to appointment of the Committee or replacements by the Board;
- 8.3 the Chair of the Committee shall select from its members a DRP of three (3) members to arbitrate and decide a Dispute unless it is a Dispute under subsection 6 which requires one member of the DRP to be a Regional Director; and

8.4 if the Committee or a DRP determines that a Dispute is urgent, it may modify its rules and procedures accordingly and may rule at a hearing with written reasons to follow as soon as is practicable.

**RESOLUTION GR-05**  
**(Majority to pass)**

**Proposed by St. Albert**

**RATIONALE:**

1. It is vital that we include rules about the Candidate Selection process in our Party's constitutional documents. If we do not approve Candidate Selection Rules at an AGM, it falls to the Party Board to create whatever rules they prefer.
2. The rules for selecting candidates are probably the most important part of ensuring our party remains a grassroots, democratic party over the long term.
3. The rules should be clear, transparent, consistent and equally available for every Member to see, not subject to arbitrary change and interpretation by the Party Board any time they wish.
4. Let's add them to the Bylaws and put the Members in charge of nominating their candidates.

**NOTE: This Resolution, if passed, will only be ratified if Special Resolution SR-04 also passes and is ratified, and Special Resolution SR-05 fails to pass; otherwise it is void and of no effect.**

**BE IT RESOLVED THAT** the document attached hereto as Schedule "E" shall be added to the Governance Manual in Article 10 of the Bylaws as a constitutional document titled "Candidate Selection Rules", subject to the passage and ratification of Special Resolution SR-04.

**Schedule "E"**  
**CODE OF CONDUCT**

1. Preamble

- 1.1. These Candidate Selection Rules ("Rules") shall constitute the rules and procedures for the selection of candidates to represent the United Conservative Party of Alberta in elections pursuant to Applicable Laws and the UCA Bylaws;
- 1.2. Our Party has a very strong bias in favour of local members democratically selecting their own Candidates whenever possible and, therefore, Constituency Associations, via their membership and LNCs, have the primary authority over the running of the nomination process and the acceptance or rejection of a Nomination Contestant, pursuant to these rules;
- 1.3. These rules serve to ensure that the process used to select Candidates is orderly, fair and transparent, and that Candidates selected through it can represent our Party in a way that upholds the Party's values and enhances the Party's public image.

2. Definitions - In these rules the following terms are defined as follows:

- 2.1. "Applicable Laws" means the Election Act, RSA 2000, c E-1, the Election Finances and

Contributions Disclosure Act, RSA 2000, c E-2, and such other legislation as may, from time to time, be in effect governing the operation of constituency associations;

2.2. “Association” or “UCA” means the United Conservative Association;

2.3. “Board” means the board of directors of the Association;

2.4. “Bylaws” means the Bylaws of the Association, as amended from time to time, and may include if the context requires, any constitutional documents derived therefrom;

2.5. “CA Board” means the board of directors of a Constituency Association;

2.6. “Candidate” means a UCP Nomination Contestant who has been elected or acclaimed as a result of a Nomination Event or who has been otherwise appointed under these rules;

2.7. “Candidate Selection Process” means the process used to select a Party Candidate for an election. It is inclusive of the Nomination Process and the Nomination Event.

2.8. “Constituency” means the geographic electoral division as set by Elections Alberta in which the Constituency Association operates.

2.9. “Constituency Association” or “CA” means the association recognized by the Party as the official association for a Constituency;

2.10. “Constituency Association Registered Nominee” means anyone who has registered and been accepted as a Nomination Contestant according to Elections Alberta and has received sign-off from their LNC to be a Constituency Association Registered Nominee, but has not yet received sign-off from the PNC to be a UCP Registered Nominee;

2.11. “Elections Alberta” means the Office of the Chief Electoral Officer of Alberta;

2.12. “Elections Alberta Registered Nominee” means anyone who has registered and been accepted as a Nomination Contestant according to Elections Alberta, but who has not yet received sign-off from their LNC to be a Constituency Association Registered Nominee, or from the PNC to be a UCP Registered Nominee;

2.13. “LNC” means a Local Nominating Committee;

2.14. “Nomination Contest” means the process undertaken in each constituency to find, evaluate the qualifications of, and select a Candidate who will seek to become the MLA for the constituency in the next general election or by- election, as outlined by these rules;

2.15. “Nomination Contestant” means anyone who has registered and been accepted as a Nomination Contestant according to Elections Alberta, and includes:

2.15.1. a Constituency Association Registered Nominee, as defined in Section 2.10;

2.15.2. an Elections Alberta Registered Nominee, as defined in Section 2.12; and

2.15.3. a UCP Registered Nominee as defined in Section 2.21

2.16. “Nomination Event” is a single meeting at a specified time, date, and place or multiple meetings at various times, dates, and places, held by a Constituency for the purpose of voting between multiple UCP Registered Nominees to select a Candidate for the constituency, as outlined in these rules;

2.17. “Party” or “UCP” means the United Conservative Party of Alberta;

2.18. “Provincial Nomination Committee” or “PNC”, means the Party Candidate Selection Committee (PCSC) defined in the Standing Committee List;

2.19. “Regional Director” has the same meaning as in the Bylaws;

2.20. “Returning Officer” or “RO” means the person appointed by the CA Board to administer the Nomination Event;

2.21. “UCP Registered Nominee” means anyone who has registered and been accepted as a Nomination Contestant according to Elections Alberta, has received sign-off from their LNC to be a Constituency Association Registered Nominee, and has received sign-off from the PNC to be a UCP Registered Nominee;

### 3. Provincial Nomination Committee (PNC)

- 3.1. The Board shall appoint a PNC as defined in the Standing Committee List;
- 3.2. The President of the Board, the Party Leader, any member of Caucus, or any Elections Alberta Registered Nominee shall not be a member of the PNC;
- 3.3. The PNC shall select one of its members as Chair;
- 3.4. A majority of members of the PNC shall constitute a quorum for the conduct of PNC business;
- 3.5. All members of the PNC shall be invited to attend every meeting of the PNC on at least 48 hours notice and shall receive the minutes of all PNC meetings. Minutes will also be made available to any LNC upon request;
- 3.6. In the event that one or more Members of the PNC becomes unable or unwilling to act, the Party Board may appoint alternate members of the PNC;
- 3.7. Each PNC member and alternate PNC member must sign a pledge when they are selected by the Board, not to become a Nomination Contestant for any Constituency Association, and to remain neutral during all Nomination Contests throughout the nomination period. Any member of the PNC who fails to fulfill the pledge must resign from the PNC;
- 3.8. Each member of the PNC must sign a confidentiality agreement agreeing not to publicize any information they learn about any Nomination Contestant, or about deliberations of the PNC or any LNC and be subject to the Elections Alberta Act.

### 4. Local Nomination Committee (LNC)

- 4.1. Each CA Board shall appoint a Local Nomination Committee (“LNC”) prior to opening a Nomination Contest;
- 4.2. The CA Board is expected to maintain its regular meeting schedule and shall meet at least once during the nomination period;
- 4.3. The LNC shall administer the local portion of Nomination Contests for its constituency in consultation with the Chair of the PNC or his/her designate;
- 4.4. The LNC shall be comprised of three (3) voting members and two (2) non-voting advisors:
  - 4.4.1. Three (3) CA Board members;
  - 4.4.2. One (1) Regional Director of the Board for the region in which the Constituency is located and/or their designate (ex officio advisor); and
  - 4.4.3. The Chair of the PNC or their designate (ex officio advisor);
  - 4.4.4. The CA Board shall appoint one (1) alternate LNC member from the eligible CA membership, who will not participate in any LNC functions unless a Member on the LNC becomes unable or unwilling to act;
- 4.5. The LNC shall select one of its voting members as Chair;
- 4.6. No Elections Alberta Registered Nominee shall sit on the LNC;

- 4.7. In the event that one of the Members on the LNC becomes unable or unwilling to act, this alternate shall immediately take his or her place on the LNC;
- 4.8. In the event that more than one Member on the LNC becomes unable or unwilling to act, the LNC Chair shall request that the President of the CA Board call an emergency meeting of the CA Board, to be held no later than 48 hours after the member of the LNC has tabled his or her resignation. The CA Board shall immediately appoint another eligible CA Board member to the LNC and an alternate member if none exist;
- 4.9. A majority of voting members of the LNC shall constitute a quorum for the conduct of LNC business;
- 4.10. All members of the LNC, including the Regional Director or their designate, and the Chair of the PNC or their designate, shall be invited to attend every meeting of the LNC on at least forty-eight (48) hours notice and shall receive the minutes of all LNC meetings. Minutes will also be made available to the PNC upon request;
- 4.11. Each LNC member and alternate LNC member must sign a pledge when they are selected by the CA Board, not to become a Nomination Contestant for the constituency association in which they are an LNC member, remain neutral during the Candidate Selection Process for that constituency, and act in good faith to maintain the fairness and transparency of that process until a Candidate for that constituency is selected. Any member of the LNC who fails to fulfill the pledge must resign from the LNC;
- 4.12. Each member of the LNC must also sign a confidentiality agreement agreeing not to publicize any information they learn about any Nomination Contestant, or about deliberations of the LNC;
- 4.13. If new electoral division boundaries will be in force on the day that a writ is issued under the Election Act for the next general election, the party shall run nomination contests according to the new boundaries;

## 5. Nomination Process

- 5.1. Anyone who is eligible to register as a Nomination Contestant with Elections Alberta, as determined by Applicable Laws may do so either prior to, or during the eligible portion of, the Nomination Contest, and if their application is accepted by Elections Alberta they will be referred to by the Party as an Elections Alberta Registered Nominee;
- 5.2. A Constituency Association may open their Nomination Contest by vote of the Constituency Association Board if all of the following criteria are met:
- 5.2.1. The CA has a membership at least one hundred and fifty (150) members;
  - 5.2.2. The CA has at least three thousand dollars (\$3,000) in their Constituency Association bank account;
  - 5.2.3. The CA has appointed an LNC;
  - 5.2.4. There is less than two years until the expected election date;
- 5.3. If any of these criteria are not met, the CA Board may apply to the PNC for an exemption to any or all the criteria in 5.2;
- 5.4. A vote by a CA board to open a Nomination Contest must also confirm recommendations from their LNC regarding the following details:
- 5.4.1. the timeline to be followed for each stage of the Nomination Contest, as per Section 7 of these rules;

- 5.4.2. if required, whether a Nomination Event will be held during a single meeting at a specified time, date, and place or, to accommodate factors like geography, multiple meetings at various times, dates, and places;
- 5.4.3. if required, what the confirmed time(s), date(s), and place(s) of said meeting(s) will be;
- 5.4.4. a recommendation for an impartial Returning Officer (the “RO”), who may not be the President of the CA, or the Chair of the LNC;
- 5.5. Once a Nomination Contest is open, the CA’s CFO will inform Elections Alberta of a nomination call pursuant to Applicable Laws;
- 5.6. Once a Nomination Contest is open, any Elections Alberta Registered Nominees who meet the Eligibility criteria in Section 9 may file, with the relevant LNC, an application as outlined in Section 10, which will be processed by the LNC;
- 5.7. The LNC shall interview any Elections Alberta Registered Nominees who have submitted a complete Application as soon as feasible, including during the Application Period if possible, but no later than three (3) days prior to the end of the interview period;
- 5.8. The LNC may only reject an Elections Alberta Registered Nominee’s application with reasonable grounds, including but not limited to the specific offences outlined in this document. The specific reasons for rejection must be provided in writing to the Elections Alberta Registered Nominee and the PNC, and any rejection is subject to appeal via the party’s Dispute Resolution process.
- 5.8.1. The existence of an incumbent MLA or a preference for another candidate shall not be reasonable grounds to reject any other candidate – all Nomination Contests must be open contests.
- 5.9. Any Elections Alberta Registered Nominee whose application is accepted by the LNC automatically becomes a Constituency Association Registered Nominee and will have his/her application forwarded to the PNC;
- 5.10. The PNC shall review the applications of any Constituency Association Registered Nominee as soon as feasible, including during the Application Period if possible, but no later than the end of the Interview Period;
- 5.11. The PNC may only reject a Constituency Association Registered Nominee’s application with reasonable grounds, including but not limited to the specific offences outlined in this document. The specific reasons for rejection must be provided in writing to the Constituency Association Registered Nominee and the LNC, and any rejection is subject to appeal via the party’s Dispute Resolution process.
- 5.11.1. The existence of an incumbent MLA or a preference for another candidate shall not be reasonable grounds to reject any other candidate – all Nomination Contests must be open contests.
- 5.12. Any Constituency Association Registered Nominee whose application is accepted by the PNC automatically becomes a UCP Registered Nominee;
- 5.13. As soon as someone becomes a UCP Registered Nominee, the Party shall provide a list of current and lapsed Party members in the applicable constituency association;
- 5.14. If, following the close of the nominations there are no UCP Registered Nominees, any further action concerning the nomination process for the CA will be determined by the PNC;
- 5.15. If, following the close of nominations there is only one UCP Registered Nominee, the LNC shall acclaim that person the Candidate for the CA, and inform Elections Alberta of the result of the Nomination;
- 5.16. If following the close of nominations, there is more than one UCP Registered Nominees, then a Nomination Event must be held, in accordance with Section 6 of this document;

## 6. Nomination Event

6.1. If a Nomination Event is required, the PNC will either accept the LNCs recommended RO, or negotiate a mutually acceptable replacement RO with the LNC;

6.2. If a Nomination Event is required, the Nomination Event must occur on the confirmed time(s), date(s), and place(s) agreed upon by the LNC in Section 7.1.3, unless a change is unanimously agreed upon by the LNC, the PNC, the RO, and all UCP Registered Nominees;

6.3. Members resident in the relevant Constituency shall be eligible to vote at a Nomination Event so long as they were a member in good standing prior to the commencement of the final Campaign Period, as defined by Sections 5.4.1 and 7.1.3.

6.3.1. Members who purchased their membership prior or during the Nomination Process are eligible to vote in a Nomination Event.

6.3.2. Members who purchased their membership prior or during the Application Period are eligible to vote in a Nomination Event.

6.3.3. Members who purchased their membership prior or during the Interview Period as defined in Sections 7.1.1 and 7.1.2, are eligible to vote in a Nomination Event.

6.4. The Party shall, as soon as possible after the close of eligible membership sales according to Section 7, provide to all UCP Registered Nominees a preliminary list of members eligible to vote at the Nomination Event;

6.5. UCP Registered Nominees will have forty-eight (48) hours to notify the Party of errors or omissions on the preliminary list of members eligible to vote at the Nomination Event;

6.6. The Party will then have forty-eight hours (48) to provide to each UCP Registered Nominee with the final list of members eligible to vote at the Nomination Event;

6.7. Once a RO has been mutually agreed upon between the LNC and PNC, the Party shall also provide the RO with the final list of members eligible to vote at the Nomination Event;

6.8. The RO, in mutual agreement with the LNC, may appoint deputy ROs to supervise a Nomination Event, if required;

6.9. The RO shall supervise the credentials of Members:

6.9.1. Members may prove their eligibility to vote by providing either a piece of identification that shows their name, photo, and address or providing one piece of identification that shows their name and photo and a separate document that provides their name and address;

6.9.2. Photo identification must be issued by the Government of Alberta or the Government of Canada;

6.9.3. The RO may waive this requirement on an individual basis where exceptional circumstances apply, and eligibility is not otherwise in doubt;

6.9.3.1. Statutory Declarations in lieu of proper credentials are not permitted;

6.10. If one or more UCP Registered Nominees withdraw from the contest after the declaration of a need for a Nomination Event, but before the conducting of a Nomination Event, these UCP Registered Nominees will be removed from the ballot;

6.11. If a number of UCP Registered Nominees withdraw such that there are no UCP Registered Nominee remaining, the Nomination Event shall be cancelled and any further action concerning the nomination process for the constituency will be determined by the PNC;

- 6.12. If a number of UCP Registered Nominees withdraw such that there is only one (1) UCP Registered Nominee remaining, the Nomination Event shall be cancelled and the LNC shall acclaim that person as the Candidate for the constituency;
- 6.13. No business other than the selection of a Candidate shall be conducted at a Nomination Event;
- 6.14. Voting at a Nomination Event shall occur by means of a secret preferential ballot cast in person, or;
- 6.15. Online voting may be permitted, subject to meeting the technical requirements and voting protocol approved by the Party;
- 6.16. On the ballot, the UCP Registered Nominees shall be listed in alphabetical order by surname;
- 6.17. Each eligible voter shall numerically rank the UCP Registered Nominees in order of their preference, and voters may rank as many or as few UCP Registered Nominees as they wish;
- 6.18. In the first counting of the ballots, the first preference of each voter is counted and if one UCP Registered Nominee has received a majority of the valid votes cast, they shall be elected as the Candidate;
- 6.19. If no UCP Registered Nominee has received a majority of the valid votes cast, the UCP Registered Nominee with the least number of votes first preference votes is eliminated and non-exhausted ballots previously assigned to the eliminated UCP Registered Nominee are added to the vote totals of the remaining UCP Registered Nominees based on the next preference indicated on each ballot;
- 6.19.1. If there is an exact tie between two or more UCP Registered Nominees for the fewest first preference votes, a drawing of lots will be held to determine which UCP Registered Nominee is eliminated;
- 6.20. This process shall be repeated until a UCP Registered Nominee receives a majority of valid votes cast for continuing candidates;
- 6.20.1. Exhausted ballots do not count towards total number of valid votes remaining that is used as the denominator to calculate the number of valid votes required for a majority;
- 6.21. The RO and, if applicable, any deputy ROs shall supervise the voting and vote count;
- 6.22. Each UCP Registered Nominee may appoint as many scrutineers as they wish to observe the voting during a Nomination Event, and the counting of ballots after the conclusion of the vote, however only three scrutineers per Nominee will be permitted inside each voting location at any one time;
- 6.23. Once all ballots are fully counted, the RO shall announce the result of the Nomination Event;
- 6.24. The RO shall retain possession and custody of the ballots and the voter sign-in sheets for seven (7) calendar days in case of a Dispute;
- 6.25. If no appeal is filed, or if any/all appeals are rejected, the ballots shall be fully and completely destroyed after the expiration of the seven (7) calendar day period, confirmation of the ballot destruction shall be provided by the RO to the LNC and PNC, and the Constituency Association shall inform Elections Alberta of the official result of the Nomination Event;

## 7. Timing

- 7.1. The Nomination Process shall be made up of several stages:
- 7.1.1. An Application Period of at least seven (7) calendar days but not more than fourteen (14) calendar days, during which Applications are received, and during which time the purchase or

renewal of a Party membership will make the individual purchasing a membership eligible to vote in a Nomination Event;

7.1.2. An Interview Period of at least seven (7) calendar days but not more than fourteen (14) calendar days, during which Applications are checked and processed, interviews are conducted, and applications are approved or rejected by the LNC and the PNC, and during which time the purchase or renewal of a Party membership will make the individual becoming a member eligible to vote in a Nomination Event;

7.1.3. If a Nomination Event is required, a Campaign Period of at least twenty-one (21) calendar days but not more than twenty-eight (28) calendar days, during which time the purchase or renewal of a Party membership will not make the individual purchasing a membership eligible to vote in a Nomination Event;

7.1.4. If a Nomination Event is to occur across multiple meetings held at multiple times and/or locations, then all the deadlines, timelines and notice periods shall be based on the date of the first meeting comprising the Nomination Event and all subsequent meetings comprising the Nomination Event must be held within five (5) calendar days of the first meeting;

7.1.5. In the case of an unanticipated election, or a natural disaster during the Nomination Process, the PNC may modify any of the timing outlined in this section (Section 7) of the rules;

## 8. Notice Requirements

8.1. All notices required under these rules shall be sent by the Party at the expense of the Party;

8.2. At a minimum, notice shall be provided by email to the member's information of record on file at the Party's office and by posting notice in a Nomination Information area of the Party's website;

8.3. The PNC may also choose to send notice by telephone and/or mail to the member's information of record on file at the Party's office, but the same methods must be used for notice for all Nomination Events for all Constituencies;

8.4. The first notice (the "Opening Notice") shall be sent to all members of the party in the Constituency notifying them that nominations are open, providing the information required to submit an Application, and providing the date and time that the Application Period closes;

8.5. If a Nomination Event is required, a second notice (the "Meeting Notice") shall be sent to members of the constituency association who are eligible to vote and shall include the date(s), time(s), location(s), and description of the Nomination Event;

8.6. Nothing in this section (Section 8) prevents Constituency Associations or Nomination Contestants informing members about the Nomination Process or Nomination Events at their own expense;

## 9. Eligibility

9.1. In order to be considered by an LNC for approval as a Constituency Association Registered Nominee, and by the PNC for approval as a UCP Registered Nominee, a Nomination Contestant must:

9.1.1. Be eligible to be a candidate under Applicable Laws; and

9.1.2. Be an "Elections Alberta Registered Nominee", as defined in Section 2.12; and

9.1.3. Submit a valid and complete Application (the "Application") under the requirements of Section 10; and

9.1.4. Be a member of the Party in good standing; and

9.1.5. Not be a member of the Party Board, a member of the PNC, or a member of the relevant LNC; and

9.1.6. Not be the President or CFO of the relevant CA; and

9.1.7. Have taken a leave of absence as a Director from the relevant CA Board;

## 10. Application

10.1. A complete Application shall consist of the following documentation:

10.1.1. Proof that the applicant is eligible to be a Candidate under Applicable Laws;

10.1.2. A completed and signed nomination questionnaire as developed by the LNC, in conjunction with the PNC;

10.1.3. An original Nomination Petition signed by the lesser of:

10.1.3.1. One hundred (100) Party members who reside in the constituency in which the Nomination Contestant wishes to run; and

10.1.3.2. One-third (1/3) of the Party members who reside in the constituency in which the Nomination Contestant wishes to run;

10.1.4. An original copy of a current Certificate of Conduct dated no later than six (6) months prior to date of application;

10.1.4.1. Under exceptional circumstances, proof of a submitted request that has been delayed may be accepted on the proviso that the Certificate will be provided as soon as it is received, and that a candidate's approval may be revoked immediately if the details of the Certificate are unsatisfactory;

10.1.5. Signed authorization for the Party to conduct a credit check, a criminal records check, and other checks as may be required;

10.1.6. Signed consent forms as required by Applicable Laws;

10.1.7. Signed summary of disclosure forms as required in Ethics Commissioner Filings;

10.1.8. A signed Confidentiality Agreement;

10.1.9. A signed declaration and acknowledgement stating the Nomination Contestant's agreement that:

10.1.9.1. The LNC or the PNC has authority to reject their application on reasonable grounds, and while the Nomination Contestant may appeal the LNC or the PNC's decision if there exists sufficient grounds, any decision reached via the Dispute Resolution Process is final;

10.1.9.2. They will not commit any of the offenses listed in Section 11;

10.1.9.3. If the Nomination Contestant becomes a Candidate, she or he will participate in training session(s) conducted by the Party on how to run an effective provincial election campaign, will enter into any reasonable financial arrangements with the Party concerning the payment for the provision of campaign services by the Party to them as a Candidate, and will agree that all property acquired by them as a Candidate and by their campaign, including membership and voter information, will be turned over to the Party when they cease to be a Candidate and will not be retained by them in any form whatsoever;

10.2. Applications must be received prior to the close of the Application Period as outlined in Section 7.1.1;

10.3. It is the responsibility of the Nomination Contestant to deliver required documents to the Chair

of the relevant LNC prior to the close of the Application Period;

10.4. Not all documents contained in the Application need to be delivered simultaneously but all must be received prior to the close of the Application Period;

10.5. The LNC or PNC may contact the Nomination Contestant directly to obtain any additional information or documentation it may reasonably require;

## 11. Offences

11.1. Nomination Contestants or Candidates are prohibited from;

11.1.1. Submitting misleading or fraudulent information as part of an Application;

11.1.2. Non-compliance with terms of the signed Confidentiality Agreement

11.1.3. Using the Party Logo, the image or an endorsement of the Party Leader prior to becoming a Candidate;

11.1.4. Using the image or endorsement of any organization or person without permission from that organization or person;

11.1.5. Purchasing or bulk purchasing of memberships for individuals, other than the member themselves or immediate family members

11.1.6. Selling memberships as an add-on to a commercial activity;

11.1.7. Knowingly selling memberships to individuals who are ineligible to be party members;

11.1.8. Unduly delaying the submission to the Party of memberships that they have sold;

11.1.9. Creating false credentials or assisting individuals to falsify their own credentials;

11.1.10. Filing unsubstantiated systematic eligibility challenges against an identifiable category of members;

11.1.11. Corrupt practices as defined under Applicable Laws;

11.1.12. Filing false complaints against other Nomination Contestants or Candidates;

11.1.13. Making statements or taking actions that may bring the Party or the nomination process into disrepute;

## 12. Corrective Measures

12.1. The PNC, may, at its discretion:

12.1.1. For minor issues:

12.1.1.1. warn a Nomination Contestant, Candidate, LNC, PNC, or any other party, that their actions are contrary to the rules; and/or

12.1.1.2. reprimand a Nomination Contestant, Candidate, LNC, PNC, or any other party, to draw attention to the breach; and/or

12.1.1.3. require a Nomination Contestant, Candidate, LNC, PNC, or any other party, to take corrective measures to remedy the issue;

12.1.2. For major issues, or repeat occurrence of minor issues:

12.1.2.1. reject a Nomination Contestant's application; and/or

12.1.2.2. disqualify a Candidate; and/or

12.1.2.3. remove a member, or all members of an LNC; and/or

12.1.2.4. recommend to the Board the removal of a member of PNC; and/or

12.1.2.5. recommend to the Board the revocation of an individual's Party membership;

12.2. The PNC must, in good faith, distinguish between minor and major breaches of the rules, and ensure adequate opportunity was given to correct minor issues.

### 13. Complaints, Dispute Resolution, and Appeal Process

13.1. Any complaints of suspected breaches of these Rules, or any other dispute related to a Nomination Contest shall be dealt with according to the procedures set out in the Party's Dispute Resolution Constitutional Document.

**SPECIAL RESOLUTION SR-05**  
**(75% to pass)**

**Proposed by Edmonton-City Centre**

**RATIONALE:**

1. As a Party we need the ability to develop fair, yet flexible candidate selection rules that can be tailored to the circumstances of the election cycle and be easily adapted to changes in legislation. Taking a non-prescriptive approach that leaves the authority for developing those rules with the Party Board best allows for that.

**NOTE: This Resolution, if passed, will nullify and make void Resolution GR-05, if also passed.**

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by adding Article 7.10.9 as follows, renumbering affected articles accordingly:

7.10. The Board shall have the powers of the Association, except as stated in the Act. The powers and duties of the Board shall include:....

7.10.9. the development and implementation of rules and procedures to ensure fair and effective candidate recruitment and selection.

**RESOLUTION GR-06**  
**(Majority to pass)**

**Proposed by Edmonton-West Henday**

**RATIONALE:**

1. This policy takes the pressure off the Candidate on the amount of money they feel obligated to pay back to the Constituency Association.
2. This policy avoids conflict by preventing negative internal debate among CA board members.
3. Many of the donors believe that their donations are going towards the United Conservative Party rather than the Candidate. This policy meets the donor's wishes.
4. The Campaign funds are immediately working to build the UCP Constituency, as well as the UCP Party, rather than sitting idle for the next 4 years, or until the next election.

**NOTE: This Resolution will amend Resolution GR-05, if passed and ratified.**

**BE IT RESOLVED THAT** a new article be added to Article 10.1.9 of the "Candidate Selection Rules", if passed and ratified, as follows, renumbering affected articles accordingly:

10.1. A complete Application shall consist of the following documentation:

10.1.9. A signed declaration and acknowledgement stating the Nomination Contestant's agreement that:

10.1.9.4 If the Nomination Contestant becomes a Candidate, she or he will agree that, following the conclusion of their election campaign, and after all outstanding campaign obligations have been met, to refund to their sponsoring CA from surplus campaign funds, up to the full amount their sponsoring CA contributed to their campaign account.

**RESOLUTION GR-07**  
**(Majority to pass)**

**Proposed by Lethbridge-East**

**RATIONALE:**

1. UCA members have the potential to advise and inform the UCA on important issues such as science and technology. Their expertise may be beneficial to the UCA. Members may wish to form “Recognized Organizations” based upon a common area of interest extending beyond the boundaries of a single constituency.
2. In addition, Campus Clubs could be an excellent way to boost involvement among youth in the UCA. It also expands on the importance of grassroots involvement and provides an additional venue for youth voices to be heard. It is recognized that in addition to these Rules, Campus Clubs are also subject to the requirements of their individual post-secondary institutions.
3. Providing these options for involvement in the UCA makes our conservative movement stronger, helps develop leadership skills and guarantees a UCA that can be competitive in the future.
4. It also expands on the importance of grassroots involvement and provides an additional venue for youth voices to be heard. It is recognized that in addition to these Rules, Campus Clubs are also subject to the requirements of their individual post-secondary institutions.
5. Any rules established for these subsidiary organizations are intended to be dynamic and to express the continually evolving will of UCA members. They should therefore, once established, continue to be subject to annual revision by UCA members at the annual general meeting. Cost: None to Low

**NOTE: This Resolution, if passed, will only be ratified if Special Resolution SR-04 passes and is ratified; otherwise it is void and of no effect.**

**BE IT RESOLVED THAT** the document attached hereto as Schedule “F” shall be added to the Governance Manual in Article 10 of the Bylaws as a constitutional document titled “Recognized Organizations and Campus Club Rules”, subject to the passage and ratification of Special Resolution SR-04.

**Schedule “E”**

**CODE OF CONDUCT**

**1. PREAMBLE**

1.1 Recognizing that the Association Bylaws acknowledge Constituency Associations as the primary organization through which the rights of members are exercised, these rules (“Rules”) provide for the recognition, establishment and governance of UCPA Campus Clubs and other UCPA Recognized Organizations pursuant to the Association bylaws.

**2. PURPOSE, OBJECTIVES AND FUNCTION**

2.1 Members may wish to form Recognized Organizations based upon a common area of interest extending beyond the boundaries of a single constituency, and such Recognized Organizations may be beneficial to the Party.

2.2 Campus Clubs are an excellent way to boost involvement among youth in the Party. Providing this option for involvement in the Party makes our conservative movement stronger, helps develop leadership skills and guarantees a Party that can be competitive in the future. It also expands on the importance of grassroots involvement and provides an additional avenue for youth voices to be heard. It is recognized that in addition to these Rules, Campus Clubs are also subject to the requirements of their individual post-secondary institutions.

2.3 These Rules are intended to be dynamic and to express the continually evolving will of UCPA members, and are therefore subject to annual revision by the members at the Association's annual general meeting.

### **3. DEFINITIONS**

3.1 "Association" means the United Conservative Association;

3.2 "Campus Club" and "CC" mean a UCPA Campus Club recognized under these Rules;

3.3 "CA" means Constituency Association;

3.4 "Executive Director" means the Executive Director of the Party;

3.5 "Organization" means an RO or a CC recognized under these Rules;

3.6 "Party" and "UCPA" mean the United Conservative Party of Alberta or, if the context requires, the Association;

3.7 "Party website" means the general website of the Party or a website maintained by the Party to recognize affiliated activities;

3.8 "Recognized Organization" and "RO" mean a UCPA Recognized Organization recognized under these Rules;

3.9 "Rules" means these Recognized Organization and Campus Club Rules;

3.10 "UCPA Board" means the Board of Directors of the United Conservative Association;

3.11 All other terms used in these Rules which are defined in the Association bylaws have the meanings set out therein.

### **4. GENERAL**

#### **4.1 CONSTITUTION**

4.11 Every Organization shall develop its own constitution which shall affirm that the Organization will:

- a. Support the mission statement, goals and principles of the Party, if any, and
- b. Actively promote and practice Party values and policies.

#### **4.2 PRIVILEGES**

4.21 Except where the terms of their recognition by the UCPA Board may from time to time provide otherwise, an Organization may:

- a. Have its contact information published on the Party website.

b. Use the name and logo(s) of the Party, subject to such terms and conditions as may be imposed by the UCPA Board.

4.22 No group, organization, club, or other such entity other than one recognized as an Organization under the terms of these rules may exercise any of the privileges set out in section 4.21.

#### 4.3 APPLICATION FOR RECOGNITION

4.31 An application for recognition of a RO or CC shall be sent to the Executive Director or his/her designate. The application shall include:

- a. The name of the proposed Organization;
- b. The website and general e-mail address, if any;
- c. The names, telephone numbers, e-mail addresses, residential addresses, and titles of all its directors and officers;
- i. In the case of a RO, the application shall also include a list of the twenty (20) founding members, and the (10) ten or more constituencies in which they reside;
- d. A copy of the duly adopted constitution;
- e. The minutes of the meeting(s) at which the Organization name and constitution were adopted, and its directors and officers elected;
- f. A statement of purpose for the Organization;
- g. A declaration of the ways in which the Party brand will be used;
- h. In the case of a CC, a letter from the President of the sponsoring CA containing the motion by which that CA endorsed sponsorship of the CC.

4.32 When the Executive Director is satisfied that the information contained in the application is complete, he or she shall forward the application to the UCPA Board within seven (7) days, whereupon the UCPA Board shall review the application and vote on its acceptance.

4.33 A group whose application is denied may appeal to the UCPA Board for re-consideration. The decision of the UCPA Board shall be final and binding.

4.34 Unless specifically waived by the UCPA Board, a maximum of one (1) CC may exist at each educational institution holding membership in the Association of Universities and Colleges of Alberta or in the Association of Canadian Community Colleges. If more than one application is received from a single educational institution, the UCPA Board shall determine which of the applying groups to recognize as the CC for that institution.

4.35 When an Organization is recognized, the Executive Director shall cause the information referred to in sections 3.21(a) and 3.21(b) to be published on the Party website.

#### 4.4 MAINTENANCE OF RECOGNITION

4.41 Associations shall annually file with the Executive Director of the Party or his/her designate the information required in section 3.31(c).

- a. In the case of a RO, this information shall be filed no later than May 31.
- b. In the case of a CC, this information shall be filed no later than November 30.

#### 4.5 REMOVAL OF RECOGNITION

4.51 Unless otherwise provided by the UCPA Board, recognition of any Organization shall be terminated thirty (30) days from the date that the Organization fails to:

- a. File the information referred to in section 3.31(c) by the deadlines noted in Section 3.41.
- b. Adhere to the Organization's constitution.
- c. In the case of a CC, comply with any of the points listed in Sections 5.1.

4.52 The UCPA Board, by a majority vote of its members present and voting, may at any time withdraw recognition of an Organization based on failure to comply with the behaviors and conditions described in these Rules.

4.53 An Organization whose recognition is withdrawn may appeal to the UCPA Board for reinstatement, in which case the decision of the UCPA Board shall be final and binding.

## **5. ADDITIONAL REQUIREMENTS FOR RECOGNIZED ASSOCIATIONS**

5.1 In addition to the terms noted in Section 3 of these Rules, a RO is subject to the following requirements:

5.2 Any group of at least twenty (20) members in good standing of the Party, with representation from at least ten (10) Constituencies, who share an identified special interest and wish to form a group within the Party based on this special interest, in support of the Party mission statement, goals and values, as applicable may apply to form a RO.

5.3 A RO must have an executive composed of Party members who are democratically elected by the membership of the RO.

## **6.0 ADDITIONAL REQUIREMENTS FOR CAMPUS CLUBS**

6.1 In addition to the terms noted in Section 3 of these Rules, a CC is subject to the following requirements:

6.11 A CC must be sponsored by a recognized Party CA;

6.12 A CC must report CC activities at every board meeting of its sponsoring CA;

6.13 A CC must submit an annual report to the sponsoring CA, and present same report at the sponsoring CA's annual general meeting.

6.14 A CC must have an executive that consists of, at minimum, a president, a secretary, and a treasurer;

6.15 All elected and interim appointed CC executive members must be Party members, or become Party members within thirty (30) days after being elected;

6.16 Elections for the executive must take place once per year. Interim appointed members may stand until the following election;

6.17 Executive board members must sign a confidentiality agreement in a form acceptable to the Executive Director;

6.18 Executive board members must sign a code of conduct agreement in a form acceptable to the Executive Director.

**RESOLUTION GR-08**  
**(Majority to pass)**

**Proposed by Rimbey-Rocky Mtn. House-Sundre, Calgary-Glenmore**

**RATIONALE:**

1. The current Standing Committees List, approved in 2018, seems a rather odd collection of committees. If it is the purpose of committees to support the work of the Board, one wonders why it does not list such standard committees as finance, promotion, and fundraising. As our Party matures we need and want a set of committees that will assist the Board not only with the new and exciting things that a new party brings, but also with the everyday responsibilities of a smooth running organization.
2. These proposed additions to the Standing Committee List present a snapshot of the name, mandate, and composition of committees that the membership has determined are essential for the board to do its work as trustees of the interests of the members. Some of these are committees that already exist. The four new committees proposed are all closely tied to the established roles of members of the current board who will each act in the capacity of chair of one of the 'new' committees. The CFO will chair the finance committee, and the Vice Presidents of fundraising, communications, and membership will each chair a committee to support their specific sets of responsibilities.

**BE IT RESOLVED THAT** under the authority of Articles 9.1 and 10 of the Bylaws the Members hereby add a new Standing Committee titled "Finance Committee" to the Standing Committee List as follows, numbering it and renumbering affected articles accordingly:

1. The Finance Committee will be comprised of no fewer than five and no more than eight Members appointed by the Board, no fewer than two of whom have attained a CPA designation;
2. The Finance Committee shall be chaired by the Chief Financial Officer;
3. The Finance Committee shall work with the Board to fulfil the Board's fiduciary responsibility to prepare and oversee the budget.

**RESOLUTION GR-09**  
**(Majority to pass)**

**Proposed by Rimbey-Rocky Mtn. House-Sundre, Calgary-Glenmore**

**RATIONALE:**

1. The current Standing Committees List, approved in 2018, seems a rather odd collection of committees. If it is the purpose of committees to support the work of the Board, one wonders why it does not list such standard committees as finance, promotion, and fundraising. As our Party matures we need and want a set of committees that will assist the Board not only with the new and exciting things that a new party brings, but also with the everyday responsibilities of a smooth running organization.
2. These proposed additions to the Standing Committee List present a snapshot of the name, mandate, and composition of committees that the membership has determined are essential for the board to do its work as trustees of the interests of the members. Some of these are committees that already exist. The four new committees proposed are all closely tied to the established roles of members of the current board who will each act in the capacity of chair of one of the 'new' committees. The CFO will chair the finance committee, and the Vice Presidents of fundraising, communications, and membership will each chair a committee to support their specific sets of responsibilities.

**BE IT RESOLVED THAT** under the authority of Articles 9.1 and 10 of the Bylaws the Members hereby add a new Standing Committee titled "Communications Committee" to the Standing Committee List as follows, numbering it and renumbering affected articles accordingly:

1. The Communications Committee will be comprised of no fewer than five and no more than eight Members appointed by the Board;
2. The Communications Committee shall be chaired by the Vice President – Communications;
3. The Communications Committee shall foster communication within the Party and between the Party and the Members.

**RESOLUTION GR-10**  
**(Majority to pass)**

**Proposed by Rimbey-Rocky Mtn. House-Sundre, Calgary-Glenmore**

**RATIONALE:**

1. The current Standing Committees List, approved in 2018, seems a rather odd collection of committees. If it is the purpose of committees to support the work of the Board, one wonders why it does not list such standard committees as finance, promotion, and fundraising. As our Party matures we need and want a set of committees that will assist the Board not only with the new and exciting things that a new party brings, but also with the everyday responsibilities of a smooth running organization.
2. These proposed additions to the Standing Committee List present a snapshot of the name, mandate, and composition of committees that the membership has determined are essential for the board to do its work as trustees of the interests of the members. Some of these are committees that already exist. The four new committees proposed are all closely tied to the established roles of members of the current board who will each act in the capacity of chair of one of the 'new' committees. The CFO will chair the finance committee, and the Vice Presidents of fundraising, communications, and membership will each chair a committee to support their specific sets of responsibilities.

**BE IT RESOLVED THAT** under the authority of Articles 9.1 and 10 of the Bylaws the Members hereby add a new Standing Committee titled "Membership Committee" to the Standing Committee List as follows, numbering it and renumbering affected articles accordingly:

1. The Membership Committee will be comprised of no fewer than five and no more than eight Members appointed by the Board;
2. The Membership Committee shall be chaired by the Vice President – Membership;
3. The Membership Committee shall promote membership, recruitment and involvement with the Party and shall be responsible for and administer the Membership Registry.

**RESOLUTION GR-11**  
**(Majority to pass)**

**Proposed by Rimbey-Rocky Mtn. House-Sundre, Calgary-Glenmore**

**RATIONALE:**

1. The current Standing Committees List, approved in 2018, seems a rather odd collection of committees. If it is the purpose of committees to support the work of the Board, one wonders why it does not list such standard committees as finance, promotion, and fundraising. As our Party matures we need and want a set of committees that will assist the Board not only with the new and exciting things that a new party brings, but also with the everyday responsibilities of a smooth running organization.
2. These proposed additions to the Standing Committee List present a snapshot of the name, mandate, and composition of committees that the membership has determined are essential for the board to do its work as trustees of the interests of the members. Some of these are committees that already exist. The four new committees proposed are all closely tied to the established roles of members of the current board who will each act in the capacity of chair of one of the 'new' committees. The CFO will chair the finance committee, and the Vice Presidents of fundraising, communications, and membership will each chair a committee to support their specific sets of responsibilities.

**BE IT RESOLVED THAT** under the authority of Articles 9.1 and 10 of the Bylaws the Members hereby add a new Standing Committee titled "Fundraising Committee" to the Standing Committee List as follows, numbering it and renumbering affected articles accordingly:

1. The Fundraising Committee will be comprised of no fewer than five and no more than eight Members appointed by the Board;
2. The Fundraising Committee shall be chaired by the Vice President – Fundraising;
3. The Fundraising Committee shall be responsible for promoting ongoing fundraising efforts by the Party and Constituency Associations.

**SPECIAL RESOLUTION SR-06**  
**(75% to pass)**

**Proposed by United Conservative Association Board of Directors**

**RATIONALE:**

1. Each Constitutional Document is focused on one particular aspect of the governance of the Party and Association. Amendments should require more than a simple majority to pass.

**NOTE: This Resolution, if passed, will only be ratified if Special Resolution SR-04 also passes; otherwise it is void and of no effect.**

**BE IT RESOLVED THAT** if, and only if Special Resolution SR-04 passes and is ratified, the United Conservative Association Bylaws are hereby altered by amending Article 10.2 as follows, renumbering affected articles accordingly:

10.2 Constitutional documents may be amended by a majority of the Members present and voting at an AGM or SGM, excepting:

10.2.2 documents in the Governance Manual which may be created, rescinded or amended by a two-thirds (2/3) majority vote; and

10.2.3 the Standing Committee List which may be amended by a two-thirds (2/3) majority vote.

**SPECIAL RESOLUTION SR-07**  
**(75% to pass)**

**Proposed by Lac Ste. Anne-Parkland**

**RATIONALE:**

1. Since some members have requested to not be sent general messaging, they then would not receive such notice of expiry by current policy. Also, many members do not have adequate internet, or no access to the internet.
2. Re: Hard Copy Membership Cards: Constituency Associations may hold or sponsor local events at which showing of the membership card would be more feasible and less dependent on access to the internet and related apparatus. A hard copy membership card should be mailed to all members who are willing to pay an extra membership fee to cover the cost.

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by amending Article 4.3 as follows:

4.3. As proof of membership, a Member will either hold a valid official current membership card issued in his or her name or be on the official membership list. Upon request, and on an individual cost recovery basis the Party will:

4.3.1 deliver to a Member their membership card; and

4.3.2 at least thirty (30) days prior to the expiry of their membership, deliver a renewal notice to the Member, by surface mail.

**SPECIAL RESOLUTION SR-08**  
**(75% to pass)**

**Proposed by Calgary-Edgemont**

**RATIONALE:**

1. As the Party matures into one of Canada's largest political organizations with members that share common principles including free market, libertarianism, and open debate. We seek to foster a healthy organizational culture bounded by a common belief of mutual respect within our membership and our organization. In a large, diverse organization, circumstances may arise where the status of a member must be reviewed.
2. On November 16, 2017 the Progressive Conservative MLA for Calgary-Northwest crossed the floor to the NDP. This NDP MLA remained on the UCP Membership list through December 2018. During the pre-election period, this NDP MLA criticized our UCP nominated candidate for Calgary-Edgemont, MLA Prasad Panda, for the inaccurate membership status. The Calgary-Edgemont CA Board attempted many times to remove this Member of the NDP caucus from the membership list. Our efforts were unsuccessful as the revocation process was inefficient and ineffective. This resolution will improve party operations through an efficient member revocation process.
3. During the 2019 election there were numerous instances of opposition party candidates running against our UCP candidates while holding a UCP Membership. In one Constituency, three out of five candidates from opposing parties were members of UCPA. As a condition of Membership, each Member is required to support the principles of the Association. By running in opposition to our UCPA candidates, the Members have demonstrated they do not agree with these principles

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by amending Article 4.5; inserting a new Article 4.6 and re-numbering all affected articles as required:

4.5 The Board ~~will reserve the right to~~ shall formulate policies and procedures ~~for the regarding~~ suspension and revocation of membership with full disclosure of reasons to the affected Member, and a transparent process for mMember appeal.

4.6 The Board may, on its own initiative or at the written request of a Constituency Association, revoke the membership of:

4.6.1 a MLA who leaves the Caucus;

4.6.2 a Member who becomes a candidate for another Alberta political party, or runs as an independent candidate in an Alberta election or by-election; or

4.6.3 a Member who is on the board of directors or its equivalent, of an Alberta political party or constituency association other than the United Conservative Party of Alberta and its Constituency Associations.

4.6.4 Any Member whose membership is revoked shall be so informed, together with reasons therefore and the process for appeal.

**SPECIAL RESOLUTION SR-09**  
**(75% to pass)**

**Proposed by Calgary-Hays**

**RATIONALE:**

1. Provincial Board members should have an understanding as to the management of the UCP. With that understanding they are then in a position to be of help with CA and Provincial development. This creates for proper succession planning both on a CA Board and the Provincial Board. This also eliminates Board members from becoming passive members with zero input, thus picking up their share of the work load.

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by amending Article 4.7 as follows, renumbering all affected articles as required:

4.7 Subject to such minimum periods of membership as may be set out in these Bylaws or by the Board, every Member ~~is entitled to:~~

4.7.1. is entitled to attend, participate in, and vote ~~and stand for election to the Board;~~ at any AGM or SGM upon payment of the prescribed registration fee;

4.7.2. after serving on a Constituency Association board for a minimum period of one (1) year, is entitled to stand for election to the Board;

4.7.3. is entitled to attend, participate in, vote and stand for election to the board of directors of a Constituency Association in which the Member meets eligibility requirements pursuant to the Party's rules governing Constituency Associations.

**SPECIAL RESOLUTION SR-10**  
**(75% to pass)**

**Proposed by West Yellowhead**

**RATIONALE:**

1. Presently the Bylaws provide for the reimbursement of reasonable expenses to Board members. However, not all Committee members are Board members. This amendment allows Committee members who are not also Directors to be reimbursed for their reasonable expenses while carrying out their duties on behalf of the Board.

**NOTE: Special Resolution SR-01, if passed, deletes the words “and Officers” as redundant since all Officers are by definition, also Directors.**

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by amending Article 7.1 as follows:

7.1 Directors and ~~Officers~~ Committee members will be volunteers and will receive no remuneration. The Board may establish such policies and procedures as may be necessary to allow for the reimbursement of reasonable expenses incurred by Directors and ~~Officers~~ Committee members while carrying out their duties.

## **SPECIAL RESOLUTION SR-11**

**(75% to pass)**

**Proposed by West Yellowhead**

### **RATIONALE:**

1. Since this co-management function was placed into the Bylaws before the Leader was also Premier it may now create a conflict of interest, and since the Leader is also ex officio a member of the Board he or she may strongly influence Board decisions, even without being co-manager.
2. The Board is the normal governance body for nearly all organizations, and this brings our Bylaws into alignment with this norm.
3. Our Bylaws make no other provision for, or give any other guidance on dividing Association inter-AGM governance responsibility between the Board and the Leader.

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by deleting the words “and the Leader” from Article 8.3 as follows:

8.3 Governance of the Association between its general meetings resides in its Board ~~and the Leader.~~

**SPECIAL RESOLUTION SR-12**  
**(75% to pass)**

**Proposed by Calgary-Beddington**

**RATIONALE:**

1. If candidate nomination contests and/or leadership campaigns appear to be biased, the credibility of these democratic processes in the eyes of the party Members and the public will be undermined.
2. Party staff and members of the provincial boards should remain and be perceived to be neutral during any party elections. This was a rule in the 2017 UCP Leadership Contest rules and should be made a Party Bylaw for all future Party elections including nominations, Board elections, and leadership campaigns.
3. If party staff or board members wish to join a campaign, an unpaid leave or a leave-of-absence from their position should be required.
4. Advanced polls and electronic voting would make the process more democratic.

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by adding a new Article 8.8 as follows:

8.8 The UCP shall provide for fair and impartial nomination election contests and leadership votes. Party executive and staff will remain neutral in all Party nominations, Board elections and leadership campaigns. All Party elections and nomination contests should allow advanced polls and electronic voting.

**SPECIAL RESOLUTION SR-13**  
**(75% to pass)**

**Proposed by Lac Ste. Anne-Parkland**

**RATIONALE:**

1. The Party has far more fundraising resources than the CA's do. When the party solicits funds from the membership utilizing the Leader, senior MLAs and other such resources, including major media and print documents which the CA's do not have ready access to can and does remove donation potentials for the CAs.

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by adding a new Article 8.8 as follows, numbering it and renumbering affected articles as necessary:

8.8 The Party will remit 30% of all Party contributions to the home Constituency Association of each donor.

**SPECIAL RESOLUTION SR-14**  
**(75% to pass)**

**Proposed by United Conservative Association Board of Directors**

**RATIONALE:**

1. The Bylaws presently have a clause governing Constituency Associations awkwardly tacked on to an article titled Committees.
2. Constituency associations are of primary importance in the operation of the Association and the Party and, in recognition of their importance merit their own article in the Bylaws.

**BE IT RESOLVED THAT** the United Conservative Association Bylaws are hereby altered by deleting Article 9.3 and adding it to a new Article 10 as follows, renumbering affected articles accordingly:

9.3 The Constituency Association is the primary organization through which the rights of the Members are exercised within the Party. The affairs of each Constituency Association shall be under the control of its Members, acting between general meetings through the Constituency Association board of directors who shall be responsible to ensure that said affairs are conducted in a manner consistent with the Principles and Policies, these Bylaws, and the Party's rules governing Constituency Associations. Constituency Associations may create or adopt rules of order for any meeting of their Constituency Association, including committees of their Constituency Association, if any, subject to these Bylaws and the Party's rules governing Constituency Associations.

**Article 10**  
**Constituency Associations**

10.1 The Constituency Association is the primary organization through which the rights of the Members are exercised within the Party.

10.2 The affairs of each Constituency Association shall be under the control of its Members, acting between general meetings through the Constituency Association board of directors who shall be responsible to ensure that said affairs are conducted in a manner consistent with the Principles and Policies, these Bylaws, and the Party's rules governing Constituency Associations.

10.3 Constituency Associations may create or adopt rules of order for any meeting of their Constituency Association, including committees of their Constituency Association, if any, subject to these Bylaws and the Party's rules governing Constituency Associations.

**RESOLUTION GR-12**  
**(Majority to pass)**

**Proposed by Calgary-North West**

**RATIONALE:**

1. The Association Bylaws Article 7.2.9 provides for “ten (10) directors consisting of two (2) from each of the following regions: Edmonton; Calgary; northern Alberta outside of Edmonton; central Alberta; and southern Alberta outside of Calgary”.
2. For more transparency and accountability by the PPGC to the general members, each of the five regions should be represented on the PPGC by at least two (2) members.
3. Equitable regional representation is important in Governance & Policy Development.

**BE IT RESOLVED THAT** the Standing Committee List is hereby amended by adding a new Article 5.3 as follows, renumbering affected articles as necessary:

Article 5.3: “At least two (2) Party Policy and Governance Committee members must reside in each of the five (5) regions designated in Article 7.2.9 of the Bylaws.

**RESOLUTION GR-13**  
**(Majority plus plurality over GR-14 to pass)**

**Proposed by Calgary-Hays**

**RATIONALE:**

1. Article 4.2 of the Constituency Association Rules as drafted is too draconian and lacks the fundamental tenet of due process re the Party unilaterally revoking the recognition of a CA.
2. Key wording to be deleted is “and for any reason it sees fit”, so that such a revocation can be seen to be for just cause.
3. There needs to be an appeal process included to allow the CA the right to request a hearing if it feels this harsh action is not warranted; a grassroots party should have some mechanism for challenging something as significant as revoking the recognition of a CA.
4. If the Party deems a CA is deficient in some way, a process should be put in place to remediate the deficiency, prior to considering terminating a CA. We also wonder if any legal mechanism is in place to seize funds from a CA if it is revoked. There would be other wording to be added to the Article to reflect these points.
5. The cost implications of this amended Article are “low”. The risk of this proposal not being accepted could be significant, as the unilateral revocation of CAs and seizure of their funds, without recourse to appeal by such CAs, could lead to serious rifts amongst the Party membership.
6. In researching the Elections Alberta website, the one key requirement found is that the Party must update CA registration information as changes occur. There should be no barrier to amending this article 4.2.

**NOTE: This Resolution, if it passes with more votes in favor than Resolution GR-14, will amend the Constituency Association Rules.**

**BE IT RESOLVED THAT** if passed with a plurality of votes over Resolution GR-14, the following amendments to Article 4 of the, Constituency Association Rules shall take effect, renumbering affected articles accordingly:

4.2. The Party may apply to Elections Alberta to revoke the recognition of a Constituency Association ~~at any time and for any reason it sees fit and shall be entitled to freeze the accounts of the Constituency Association or have those~~ after:

4.2.1 fully explaining and clearly documenting its reasons; and

4.2.2 successfully defending an appeal of the proposed revocation by the Constituency Association to the UCA Arbitration Committee, if any; and

4.2.3 entering into an agreement with the Constituency Association, which the Constituency Association shall not unreasonably withhold, to have their funds transferred to the Party in trust for the benefit of the Constituency Members. The Party shall promptly transfer any funds held in trust to any subsequently recognized Constituency Association.

**RESOLUTION GR-14**  
**(Majority plus plurality over GR-13 to pass)**

**Proposed by Edmonton-Decore et al.**

**RATIONALE:**

1. The proposed 4.1 amendment clarifies the process of creating a Constituency Association, but does not change the context of the existing 4.1.
2. The proposed 4.2 amendment clarifies the process of de-registering a Constituency Association, but does not change the context of the existing Section.
3. The Party may not transfer CA funds to the Party when revoking registration. Under the Election Alberta Act, the Party has the authority to cancel the registration of a CA. This may well be a necessary function of the Party from time to time. While the Members recognized this authority, they wish to ensure that it is enforced with regard to due process that includes reasons for de-registration and access to a dispute resolution process of the UCA Board.

**NOTE: This Resolution, if it passes with more votes in favor than Resolution GR-13, will amend the Constituency Association Rules.**

**BE IT RESOLVED THAT** if passed with a plurality of votes over Resolution GR-14, the following amendments to Article 4 of the Constituency Association Rules shall take effect, renumbering affected articles accordingly:

4.1. Where no Constituency Association is currently recognized by the Party as the Constituency Association for a Constituency, any five Constituency Members residing in the Constituency may apply to the Party, in a form provided by the Party, for recognition of a Constituency Association. The Party shall consider the application and ~~may submit to Elections Alberta an application to register the Constituency Association under Applicable Law~~ will notify the applicants of the decision. If approved, the Party shall endorse the Constituency Association's application for registration with Elections Alberta

4.2. ~~The Party UCA Board, by a two thirds majority vote of all Board members, may apply to Elections Alberta the Chief Electoral Officer (CEO) to revoke the recognition of any Constituency Association. at any time and for any reason it sees fit and shall be entitled to freeze the accounts of the Constituency Association or have those funds transferred to the Party in trust for the benefit of the Constituency Members. The Party shall promptly transfer any funds held in trust to any subsequently-recognized Constituency Association. The Constituency Association shall be informed of the for-cause reasons for the decision and the decision shall be open to review and appeal to the dispute resolution process of the UCA. If the UCA dispute process rules in favor of the Constituency Association, the Party shall endorse the Constituency Association's application to re-register for that constituency. If the UCA decision remains and the CA is de-registered, the CA funds shall be turned over to the Chief Electoral Officer, in trust.~~

**RESOLUTION GR-15**  
**(Majority plus plurality over GR-16 to pass)**

**Proposed by St. Albert**

**RATIONALE:**

1. The CFO is not necessarily the best role/option for leading meetings and the board should have the authority to choose from others on the board.

**NOTE: This Resolution, if it passes with more votes in favor than Resolution GR-16, will amend the Constituency Association Rules.**

**BE IT RESOLVED THAT** if passed with a plurality of votes over Resolution GR-16, the following amendments to Article 8.10 of the Constituency Association Rules shall take effect, renumbering affected articles accordingly:

8.10. The President shall preside at meetings of the CA Board. ~~Where~~ When the President is absent from, or otherwise unable or unwilling to chair a meeting or any portion of a meeting of the CA Board;

8.10.1 the CFO shall preside ~~at the meeting of the CA Board;~~ or

8.10.2 the board may elect from time to time, if it so chooses and under such terms as it specifies, a Director or Directors to preside in place of the President at such meetings.

8.11 Meetings of the CA board may be conducted in person, by way of telephone, video or Internet provided all Directors participating in such meetings can hear each other.

8.13. ~~Where the President or CFO~~ their designate presides at a meeting of the CA Board, the President or ~~CFO~~ their designate shall only cast a vote to create or break a tie. The President or ~~CFO~~ their designate may refuse to cast a vote to break a tie, and if so the motion is defeated. The minutes shall reflect this.

**RESOLUTION GR-16**  
**(Majority plus plurality over GR-15 to pass)**

**Proposed by Edmonton-Decore et al**

**RATIONALE Overview**

As there were several recommended changes to Article 8. It was decided to break the changes into two groups. Group 8.4/6/9 the cover how CA Boards are created, and Group 8.10-20 that focuses on how the CA Board may operate. The following Rationales are for each sub-article change recommended.

**RATIONALE For 8.10**

1. It is the responsibility of the President to delegate the chair to another officer of the board, when the President cannot make a meeting of the board.
2. While that may fall to the CFO being the only other executive who could be chair, this amendment covers for the situation that the CFO may be absent as well.
3. This subsection describes a typical agenda.

**RATIONALE For 8.11**

4. This subsection describes a typical agenda.

**RATIONALE For 8.12**

1. Usually preparation of the agenda is the responsibility of the President.
2. The Secretary may distribute the agenda with the minutes of the last meeting.

**RATIONALE For 8.13**

1. President should delegate his replacement as chair thus ensuring there will be a chair.

**RATIONALE For 8.14 - None**

**RATIONALE For 8.15**

1. This refers to an appendix for examples of the duties of the officers and directors.

**RATIONALE For 8.16**

1. Refers to a guide for committees in the appendix

**RATIONALE For 8.17- None**

**RATIONALE For 8.18**

1. Only if the Director has failed to give advance notice to the CA Board.

### **RATIONALE For 8.19**

1. For due process, the Director or Officer is entitled to:
  - advance notice of the meeting,
  - the for-cause reasons for their dismissal
  - the ability to appeal the decision

### **RATIONALE For 8.20**

1. This is covered by the proposed 8.19 that deals with removing a Director or Officer.

**NOTE: This Resolution, if it passes with more votes in favor than Resolution GR-15, will amend the Constituency Association Rules.**

**BE IT RESOLVED THAT** if passed with a plurality of votes over Resolution GR-16, the following amendments to Article 8 of the Constituency Association Rules shall take effect, renumbering affected articles accordingly:

8.10 The President or their designate shall preside at meetings of the CA Board. Where the President is absent from a meeting of the CA Board, the CFO shall preside at the meeting of the CA Board. Meetings of the CA Board may be conducted in person or electronically, ~~by way of telephone, video or Internet~~ provided all Directors participating in such meeting can hear each other.

~~8.11 Each meeting of the CA Board should, at a minimum, include discussion of the following:-~~

~~8.11.1. recent activities of the Party;~~

~~8.11.2. the financial state of the Constituency Association;~~

~~8.11.3 fundraising plans, goals and achievements of the Constituency Association;~~

~~8.11.4. Constituency Association membership and plans to increase the number of Constituency Members;~~

~~8.11.5. a brief account of legislative activities by the MLA or Candidate, or their designate, if any; and~~

~~8.11.6 a brief report from each Officer and committee chairperson, if any.~~

8.11 The President shall prepare the agenda for each meeting of the CA Board. The following is a typical agenda for discussion:

- Call the meeting to order
- Record attendance:
- Review the Agenda
- Approve the previous CA Board Meeting minutes
- Reports of officers, candidate/MLA, recent Party activities
- Review Business, Old, New, Other
- Schedule next meeting
- Adjourn the meeting

8.12. The Secretary shall be the recording Secretary of the CA Board, ~~prepare~~ distribute an agenda for each meeting and take brief and concise minutes of each meeting. The minutes shall reflect each motion made, the voting method, and the number of votes in favour, against, and abstentions on each motion. A Director may request that his or her vote be recorded in the minutes, and the minutes shall reflect the Director's vote.

8.13. Where the President or ~~CFO~~ their designate presides at a meeting of the CA Board, the President or CFO their designate shall only cast a vote to create or break a tie. The President or ~~CFO~~ their designate may refuse to cast a vote to break a tie, and if so the motion is defeated. The minutes shall reflect this.

8.15. The CA Board shall:

8.15.1 assign to the President, Secretary and CFO duties and responsibilities and the authority to discharge those duties and responsibilities; and

8.15.2. assign to each vice-president, if any, a specific title, duties and responsibilities and the authority to discharge those duties and responsibilities.

8.15.3 These duties, responsibilities and authority shall be in Appendix A attached to these Rules.

8.16. The Board may establish committees made up of Directors and Members and shall:

8.16.1 establish terms of reference of the committee;

8.16.2 designate the members of the committee, including ex officio members;

8.16.3 designate the chair of the committee;

8.16.4 determine the reporting requirements for the committee; and

8.16.5 where the committee is to exercise any authority, delegate such authority with clarity and specificity; and

8.16.6 These terms of reference for committees can be found in Appendix A

8.18 The CA Board may, by majority secret ballot vote of those present and voting, remove a Director who has missed three (3) consecutive meetings without advance notice.

8.19 ~~The CA Board may, by a secret ballot vote of two-thirds of all Directors, remove a Director or Officer whose conduct is judged improper or unbecoming, or likely to adversely affect the interests or reputation of the Constituency Association or the Party.~~

8.20. ~~Notice of a motion to remove a Director or Officer must be provided by email to all Directors at least seven (7) days prior to the CA Board meeting at which the vote is to occur.~~ Regardless of cause, the decision of a CA board to remove an Officer or Director shall be as follows:

8.20.1. Notice of a motion to remove shall be provided to all Directors at least seven (7) days prior to the meeting at which the vote is to occur;

8.20.2 The member under consideration shall be notified of a for-cause reason for removal and notification of their right to appeal the decision to the UCA board's dispute resolution process;

8.20.3. During the meeting, the member shall be provided an opportunity to speak;

8.20.4 A secret ballot vote by two thirds of the CA board shall remove the Director;

8.20.5 The member under consideration may submit a written explanation to the CA Board. However, if the member under consideration does not attend the meeting, it may proceed as planned.

**RESOLUTION GR-17**  
**(Majority to pass)**

**Proposed by Edmonton-Decore et al**

**RATIONALE:**

1. This resolution enables the elected CA Directors to determine the President, CFO, Secretary and Vice Presidents of their CA. Many CAs prefer electing all Directors and letting the Directors decide amongst themselves who would be best for each officer positions.
2. This helps build a team that is collaborative and cooperative making for better CA governance.
3. This resolution also insures continuity in CA governance by enabling the election of half the directors each AGM.

**BE IT RESOLVED THAT** Article 5 of the Constituency Association Rules be amended as follows, renumbering affected articles accordingly:

5.2 At a Founding Meeting, the Constituency Members present and voting shall:

5.2.1 ~~elect by secret ballot a President, Secretary and CFO~~ up to thirty(30) Members as Directors;

5.2.2 ~~elect by secret ballot up to twenty-seven (27) additional Members as Directors~~ half the directors shall serve a term of two (2) years and the other half for one (1) year. If the Directors were acclaimed, those to serve a one (1) year term shall be chosen by the board at the first board meeting;

5.2.3 receive reports from the President, Secretary and CFO on the activities of the Constituency Association, if applicable;

5.2.4 review the budget, membership development plan and communication plan, if applicable;

5.2.5 authorize the CA Board to take all necessary steps to register the Constituency Association in accordance with the EFCDA, and Elections Alberta, if any; ~~and~~

5.2.6 conduct such other business as the Constituency Members determine is in the interests of the Constituency Association; and

5.2.7 The board shall convene a board meeting immediately after the Founding Meeting to select their officers; President, CFO and Secretary and Vice Presidents, designate signing authority, and report this to the UCA Board. The terms for these officers shall be until the next AGM.

**RESOLUTION GR-18**  
**(Majority to pass)**

**Proposed by Edmonton-Decore et al**

**RATIONALE Overview**

As there were several recommended changes to Article 8. It was decided to break the changes into two groups. Group 8.4/6/9 to cover how CA Boards are created, and Group 8.10-20 that focuses on how the CA Boards may operate. The following Rationales are for each sub-article change recommended.

**RATIONALE FOR 8.4**

1. Allowance must be made for advancements in technology.
2. Not all motions are passed unanimously. Asking Directors to sign or endorse a motion to which they are opposed is questionable democracy.

**RATIONALE FOR 8.6**

1. The Officers are better elected by the Directors from amongst themselves. The general membership often has little familiarity with the board. Election of the Executive by the Directors provides for improved cooperation and teamwork.

**RATIONALE FOR 8.9**

1. Officers are defined as President, CFO, Secretary and Vice-Presidents. This change ensures that a majority of the executive is present at the meeting

**BE IT RESOLVED THAT** Article 8 of the Constituency Association Rules be amended as follows, renumbering affected articles accordingly:

8.4. The CA Board shall conduct its business by resolution or motion duly passed at a meeting of the CA Board. A resolution of the CA Board in writing, or ~~by email, signed or endorsed by all~~ electronically approved by a majority of the Directors shall be valid and effective as if passed at a meeting of the CA Board duly called and constituted.

8.6 Immediately upon the adjournment of a Founding Meeting, an Annual General Meeting or a Special Meeting where some or all of the Directors have been elected by the Constituency Members, the CA Board shall convene and meet to:

8.6.1 ~~pass a motion to delegate signing authority; and elect their officers; President, CFO, Secretary and Vice-Presidents, whose term of Office shall be until the next AGM.~~

8.6.2 ~~elect up to seven (7) vice-presidents, if necessary, all to terms of office that expire at the next Annual General Meeting~~ pass a motion to delegate signing authority to any two of those elected President, CFO, and Secretary.

8.6.3 report the appropriate changes to the UCA and Elections Alberta.

8.9 The quorum for meetings of the CA Board shall be ~~the lesser of one-third of the Directors, or one-half of the~~ two of whom must be members of the Officers, as identified in 8.6.1..

**RESOLUTION GR-19**  
**(Majority to pass)**

**Proposed by Edmonton-Decore et al**

**RATIONALE:**

1. This prevents boards electing themselves to the board.

**BE IT RESOLVED THAT** Article 6.8 of the Constituency Association Rules be amended as follows:

6.8 Quorum for all General Meetings shall be twenty (20) Constituency Members, at least 10 of whom must not be board members.

**RESOLUTION GR-20**  
**(Majority to pass)**

**Proposed by Edmonton-Decore et al**

**RATIONALE:**

1. Potential Board members should confirm their knowledge and commitment to the confidentiality requirements and expected behavior of board members.
2. No potential candidate should have disproportionate access to information or ability to influence current board members.

**BE IT RESOLVED THAT** the following Articles be added to the Constituency Association Rules:

7.6. Each member who stands for election as a Director shall sign the Party's Non Disclosure Agreement / Code of Conduct prior to the election.

7.7. Any Director seeking to be a candidate for the CA must take a leave of absence or resign from the board as soon as they have declared their intention.

**RESOLUTION GR-21**  
**(Majority to pass)**

**Proposed by Edmonton-Decore et al**

**RATIONALE:**

1. The CA Rules came into force after being passed at the 2018 AGM. So there is no requirement for this section of this document.

**BE IT RESOLVED THAT** Article 12 be deleted from the Constituency Association Rules:

~~12. Transitional~~

~~12.1 Any General Meeting or CA Board meeting for which notice was given to Members or Directors, as applicable, prior to the coming into force of these Rules may proceed, without postponement, except that those meetings shall otherwise be governed in compliance with these Rules.~~

**RESOLUTION GR-22**  
**(Majority to pass)**

**Proposed by Edmonton-Decore et al**

**RATIONALE:**

1. This document is added as a guide to CAs only. It is not intended to be rules that CAs must follow when defining roles and responsibilities for its officers.
2. In many of our governance documents roles and responsibilities are mentioned but never documented.
3. It was decided that this appendix should be a guide, not a rule for CAs and therefore the best place for it would be as an appendix to the CA Governance Rules. CA Boards may adopt or not, as they wish.
4. Think of it as sharing a best practice. The credit for this appendix should be given to the St. Albert CA. Note that many CAs have adopted these as they stand.

**BE IT RESOLVED THAT** a new Article 13 be added to the Constituency Association Rules containing the attached “Appendix A – Guide for Constituency Associations” as follows:

13. APPENDICES
- 13.1. Appendix A – Guide for Constituency Associations

**Appendix “A”**  
**A Guide for Constituency Associations**

**The Duties and Responsibilities of Officers and the**

**Terms of Reference of Committees for the**  
**[CA NAME]**

United Conservative Party of Alberta Constituency Association

**Background:**

The “Rules and Procedures for the Governance of United Conservative Associations, June 2018” contain two mandatory provisions pertaining to: (1) the duties and responsibilities of officers (President, Chief Financial Officer and Secretary and Vice-Presidents) and (2) the terms of reference of the committees created to carry out the business of a constituency association.

**1) The Duties and Responsibilities of a Constituency Board’s Officers**

Section 8.15 states

“... The Constituency Association Board shall:

8.15.1. assign to the President, Secretary and CFO duties and responsibilities and the authority to discharge those duties and responsibilities; and

8.15.2. assign to each vice-president, if any, a specific title, duties and responsibilities and the authority to discharge those duties and responsibilities...”

## **2) Establishment of Committees by Constituency Boards**

Section 8:16 states:

“...The Board may establish committees made up of Directors and Members and shall:

8.16.1. establish terms of reference of the committee;

8.16.2. designate the members of the committee, including ex officio members;

8.16.3. designate the chair of the committee;

8.16.4. determine the reporting requirements for the committee; and

8.16.6. where the committee is to exercise any authority, delegated such authority with clarity and specificity.

The Board of Directors of the [CA NAME] UCPA Constituency Association has created six Vice-president positions and six committees. The duties and responsibilities of the nine officers (president, CFO, secretary and six vice-presidents) and the terms of reference of the board committees are set out in the form of amendments to 8.15 and 8.16.

### **ACKNOWLEDGEMENT: Thanks go to the St. Albert UCPA CA for providing the draft for this guidance that has been adopted by many CAs.**

#### **The Duties, Responsibilities and Authority Assigned to Officers As appointed by the [CA Name] UCPA CA Board**

#### 1. DUTIES, RESPONSIBILITY AND AUTHORITY OF THE PRESIDENT

##### **1.1. DUTIES AND RESPONSIBILITY OF THE PRESIDENT**

The duties and responsibilities of the president are to:

1.1.1. Preside over all meetings of the association, its board of directors including the annual general meeting and general meetings with the exception of certain special general meetings as noted in section 6.6 of the UCA governance rules for constituencies;

1.1.2. Convene informal consultation meetings for planning purposes;

1.1.3. Rule on all questions of order in meetings subject to Robert’s rules of order and procedural bylaws adopted by the constituency association;

1.1.4. Announce the results of all votes and give the casting vote to create or break a tie vote at all meetings of the association;

1.1.5. Support the objectives of the party as set out in section 3 of the UCA rules for constituency associations;

- 1.1.6. Serve as a non-voting ex officio member on all constituency committees;
- 1.1.7. Contact individual chairs of the standing committees prior to finalizing the board of directors meeting agenda;
- 1.1.8. Ensure a brief biography is sent to board members of any members interested in joining the board of directors,
- 1.1.9. Serve as the chief spokesman of the [ca name] UCPA CA on constituency association matters. (the candidate of record/mla is the chief spokesman on political issues and matters.);
- 1.1.10. Provide notice of the time, place and business of a CA meeting to distribute to all directors. Notice shall be by email not less than seven (7) days prior to the time of a meeting of the CA board; and
- 1.1.11. Provide a written report for consideration of the board at each meeting and at the annual general meeting of the constituency association.

## **1.2. AUTHORITY OF THE PRESIDENT**

The [ca name] UCPA CA board is the body responsible for the appointment and overseeing the activities carried out by the president on behalf of the association.

## **2. DUTIES, RESPONSIBILITY AND AUTHORITY OF THE CHIEF FINANCIAL OFFICER**

### **2.1. DUTIES AND RESPONSIBILITY OF THE CFO**

The duties and responsibility of the CFO are to:

- 2.1.1. Prepare a financial plan for the association;
- 2.1.2. Make and preserve records of account, banking records; fees and revenue received, contributions and all disbursements;
- 2.1.3. Prepare a budget for the approval of the board after consultation with the President and the fundraising chair and a consideration of funding requests and other information provided by various committee chairs;
- 2.1.4. Invest the funds of the association not required for its day to day activities;
- 2.1.5. Circulate a copy of the bank statement at the Board's monthly meetings along with a written report setting out the state of the CA's expenditures and revenues vis-a-vis the amounts targeted in the budget;
- 2.1.6. Provide the Board with an estimate of the amount of cash and other financial assets held in bank or non-bank accounts that is available for funding the next general election campaign while safeguarding the financial integrity of the Association;

2.1.7. Ensure an audited financial statement is prepared and made available to the membership prior to the CA AGM and a written report is prepared and presented at the AGM;

2.1.8. Ensure the Constituency Association complies with and files all the financial reports required by the United Conservative Party, Elections Alberta and other provincial and federal government agencies and departments.

2.1.9. Preside at CA board meetings in the absence of the President.

## **2.2. AUTHORITY OF THE CFO**

The [CA NAME] UCPA CA Board is the body responsible for overseeing and authorizing the activities carried out by the CFO on behalf of the Association.

## **3. DUTIES, RESPONSIBILITY AND AUTHORITY OF THE SECRETARY**

### **3.1. DUTIES AND RESPONSIBILITY OF THE SECRETARY**

The duties and responsibilities of the Secretary are as follows:

3.1.1. The Secretary shall be the recording secretary of the Constituency Association Board;

3.1.2. The Secretary shall take brief and concise minutes of each meeting;

3.1.3. The minutes shall reflect each motion made, the voting method, and the number of votes in favor, against and abstentions on each motion;

3.1.4. A Director may request that his or her vote be recorded in the minutes, and the minutes shall reflect the director's vote;

3.1.5. The Secretary shall ensure that proper notice is given and a quorum is established at each meeting of the board;

3.1.6. Maintain an accurate list of the members of the board and committees and advise the UCA Board of any changes in members or their contact information;

3.1.7. Advise the United Conservative Association of the dates and locations of activities of the [ca name] constituency association, including meetings, events and

3.1.8. Ensure that the Board selects delegates to meetings of the UCPA.

## **3.2. AUTHORITY OF THE SECRETARY**

The [CA NAME] UCPA CA Board is the body responsible for overseeing and authorizing the activities carried out by the Secretary on behalf of the Association.

## **4. DUTIES, RESPONSIBILITIES AND AUTHORITY ASSIGNED TO THE POLICY VICE-PRESIDENT**

### **4.1. DUTIES AND RESPONSIBILITY OF THE POLICY VICE-PRESIDENT**

The duties and the responsibilities of the Policy Vice-President of are to:

- 4.1.1. Facilitate the promotion and maintenance of an ongoing policy and constitutional development process for the Association, ensuring that these processes shall, at all time, be accountable to the association's members;
- 4.1.2. Ensure Members of the Association have an opportunity to develop and express their ideas and concerns relating to visions, issues, policies and governance matters for the UCPA and the Province of Alberta;
- 4.1.3. Ensure that the ideas and input from the Members are forwarded to the UCA Board of Directors which includes the UCPA MLA or nominated candidate;
- 4.1.4. Ensure all policy and constitutional resolutions and related information is forwarded to the chairs of Provincial Policy & Governance Committees after approval by the Constituency's Board of Directors;
- 4.1.5. Provide leadership, direction and assistance in helping constituency delegates participate effectively in regional and provincial policy and constitutional conferences;
- 4.1.6. Work closely with the Communications VP, other Officers and Committees and the UCA Board in providing policy related information to the UCA membership; and
- 4.1.7. Provide a written report on policy matters for consideration by the board at each monthly meeting and at the Annual General Meeting.

### **4.2. AUTHORITY OF THE POLICY VICE-PRESIDENT**

The [CA NAME] UCPA CA Board is the body responsible for overseeing and approving the activities carried out by the Policy Vice-President.

## **5. DUTIES, RESPONSIBILITY AND AUTHORITY OF THE COMMUNICATIONS VICE-PRESIDENT**

### **5.1. DUTIES AND RESPONSIBILITY OF THE COMMUNICATIONS VICE-PRESIDENT**

THE DUTIES AND RESPONSIBILITIES OF THE VICE-PRESIDENT OF COMMUNICATIONS ARE TO:

- 5.1.1. Chair the communications committee;
- 5.1.2. Ensure a communications plan is created and put in place for the Association;

- 5.1.3. Work with the provincial UCA Vice-President of Communications and the constituency president to communicate the principles and platforms of the party to Members and the general public;
- 5.1.4. Ensure any Constituency Association communication complies with UCA social media guidelines;
- 5.1.5. Act as a coordinator for messaging within the constituency using different platforms (print, electronic, phone or in- person.);
- 5.1.6. Work with the Membership Vice-Present to ensure the membership database is updated on a regular basis and is able to meet the communication needs of the election readiness, social and special events and other board committees; and
- 5.1.7. Assist in the development of various multi-media materials and messaging that is useful in meeting the objectives of the Association;
- 5.1.8. ensure two-way communication between the Association and its Members, and between the Association and residents of the constituency;
- 5.1.9. Assist the MLA/candidate in communicating with UCA Members; and
- 5.1.10. Present a report on communications matters at each meeting of the board of directors and for the annual general meeting of the constituency association.

## **5.2. AUTHORITY OF THE COMMUNICATIONS VICE-PRESIDENT**

The [CA NAME] UCP CA board is the body responsible for overseeing and approving the activities carried out by the Communications Vice-President

## **6. DUTIES, RESPONSIBILITY AND AUTHORITY OF THE MEMBERSHIP VICE-PRESIDENT**

### **6.1. DUTIES AND RESPONSIBILITY OF THE MEMBERSHIP VICE-PRESIDENT**

The duties and responsibilities of the Membership Vice-President are to:

- 6.1.1. Chair the membership committee;
- 6.1.2. Create a membership plan for the constituency for presentation to the board of directors that focuses on the recruitment of new members and the renewal of the memberships of those who have been members of the association in the past;
- 6.1.3. Ensure the membership database provided by the UCA is accurate and up-to-date and contains the information needed to identify the location of the association members residing within the most recent provincial electoral division boundaries established by Elections Alberta;
- 6.1.4. Work with the election readiness committee to ensure some reasonable proxy or facsimile for poll based walking maps are made available for use by constituency canvassing teams prior to

the release of the official election Alberta voter lists and poll maps that fit within the new provincial electoral division boundaries. (it is important for canvassers and the candidate to know they are knocking on a member's door.)

6.1.5. Designate a member or members of a sub-committee that will be responsible for maintaining the membership database and keeping in touch with the ucp database personnel;

6.1.6. Ensure that a poll based provincial electoral division organization is kept in place for the purposes of membership recruitment and constituency director representation once the new elections Alberta polls are finalized and released ; and

6.1.7. Present a written membership report at each meeting of the board of directors and for the annual general meeting of the association.

### **6.1.8. AUTHORITY OF THE MEMBERSHIP VICE-PRESIDENT**

The [CA NAME] UCP Board is the body responsible for overseeing and approving the activities carried out by the Membership Vice-President.

## **7. DUTIES, RESPONSIBILITY AND AUTHORITY OF THE EVENTS VICE-PRESIDENT**

### **7.1. DUTIES AND RESPONSIBILITY OF THE EVENTS VICE-PRESIDENT**

The duties and responsibilities of the Social Event Vice-President are to:

7.1.1. Chair and convene meetings of the events committee

7.1.2. Develop a social/special events plan and calendar for approval by the Constituency Board

7.1.3. Involve other committees, the President and the MLA/candidate of record in the planning of social and special events;

7.1.4. Work closely with the Fundraising VP to establish realistic targets for certain major fundraising events;

7.1.5. Organize events that are fun and help foster positive relationships and a sense of camaraderie among the Members of the Party; and

7.1.6. Present a social/special events report at each meeting of the board of directors.

7.1.7. Present a written membership report at each meeting of the Board of Directors and for the annual general meeting of the association.

### **7.2. AUTHORITY OF THE EVENTS VICE-PRESIDENT**

The [CA NAME] UCPA CA Board is the body responsible for overseeing and approving the activities carried out by the Events Vice-President.

## **8. DUTIES, RESPONSIBILITY AND AUTHORITY OF THE FUNDRAISING VICE PRESIDENT**

### **8.1. DUTIES AND RESPONSIBILITY OF THE FUNDRAISING VICE-PRESIDENT**

The duties and responsibilities of the Fundraising Vice-President are to

8.1.1. Chair the fund raising committee;

8.1.2. Develop a fundraising plan for the Association for approval by the Board;

8.1.3. Consult with the CFO to ensure the amounts targeted in the fundraising plan is included in the financial plan and is part of the annual budget presented for approval by the board;

8.1.4. Generally speaking, work closely with the Events and other Vice-Presidents and the candidate of record/MLA in organizing and carrying-out various special fundraising events and initiatives that will help raise the funds required to finance the next election campaign in the constituency; and

8.1.5. Present a fundraising report at each meeting of the board.

### **8.2. AUTHORITY OF THE FUNDRAISING VP**

The [CA NAME] UCP CA Board is the body responsible for overseeing and approving the activities carried out by the Fundraising Vice-President.

## **9. DUTIES, RESPONSIBILITY AND AUTHORITY OF THE ELECTION READINESS VICE PRESIDENT**

All members of the board of directors are members of the election readiness committee. The candidate of record /MLA is a member of the committee.

### **9.1. DUTIES AND RESPONSIBILITY OF THE ELECTION READINESS VICE-PRESIDENT**

The duties and responsibilities of the Election Readiness Vice-President are to:

9.1.1. Chair the Election Readiness Committee;

9.1.2. Prepare an election readiness plan and a pre-writ budget for presentation to the board of directors for approval after consultations have been carried-out with the president and the Chief Financial Officer;

9.1.3. Ensure a volunteer coordinator position is established and door-knocking teams have walking maps and pre-writ brochures and an operational data base that can be used to record and analyze the data collected at the door. (recognize that the new official poll maps and voter lists for each of the new provincial electoral division boundaries will not be available for much of the pre-writ period and other

systems have to be used in the intervening period.)

9.1.4. Initiate action as soon as practical in preparing and implementing the constituency's election readiness plan;

9.1.5. Work with the Membership VP to ensure that the official elections Alberta poll maps and voter lists are put into place as soon as the information becomes available.

9.1.6. Take advantage of any training, software and database support offered by the provincial UCPA that will be of assistance in the lead-up to the general election; and

9.1.7. Report to the board on election readiness matters at each meeting of the board of directors.

## **9.2. AUTHORITY OF THE ELECTION READINESS VICE-PRESIDENT**

The [CA NAME] UCP Board is the body responsible for the appointment and overseeing the activities carried out by the Election Readiness Vice-President.

### **Terms of Reference for the Committees**

As Appointed by the [CA NAME] UCP CA Board of Directors

## **10. Terms of Reference for the [CA NAME] UCPA CA Policy Committee**

### **10.1. Purpose:**

The purpose of the [CA NAME] Policy Committee is to provide the [CA NAME] Board of Directors with recommendations on policy, constitutional and governance matters and assist the Board in advancing its positions and views on such matters at Regional and Provincial conferences and meetings and in communicating with its members.

### **10.2. Background:**

10.2.1. The Policy Committee is a standing committee of the Board of Directors chaired by a Vice-President. It played an active role in assisting the United Conservative Party of Alberta (UCPA) develop new by-laws, governance documents and policy declarations at the founding meeting of the UCP in Red Deer. Numerous policy committee meetings have been held at the constituency level.

10.2.2. The Policy Committee welcomes grass-roots input from the UCP membership and uses research and evidence based decision-making wherever possible as the basis for making the recommendations brought forward for consideration by the [CA NAME] UCPA CA Board of Directors.

### **10.3. Committee Structure:**

10.3.1. The members of the Policy Committee are appointed by the Constituency Board.

10.3.2. The candidate of record/MLA and the constituency president are non-voting ex officio members of the committee.

10.3.3. Any director of the [CA NAME] UCP Board may attend a policy committee meeting and speak to an item on the agenda; however, only committee members in good standing are entitled to vote.

10.3.4. Interested Members of the UCPA may attend policy committee meetings subject to prior notification and approval of the chair of the committee. The reason is limited seating can restrict attendance at a committee meeting. Appointment times may have to be scheduled or a different meeting venue found.

10.3.5. Robert's Rules of Order and any procedures by-law passed by the Board govern the proceedings of the committee.

#### **10.4. Objectives:**

The objectives set out in section 3 of the UCPA Constituency Association Rules, all have a bearing on the functions and activities carried out by a policy committee.

#### **10.5. Roles and Responsibilities:**

Refer to the Duties, Responsibilities and Authority for the Policy VP set out in Addendum 1.

#### **10.6. Meeting Frequency:**

Frequency is at the Call of the Vice-President (VP).

#### **10.7. Quorum:**

The quorum for meetings shall be the VP or designate and at least one-third of the Committee members.

#### **10.8. Policy:**

The Committee supports the principles, policies and objectives of the UCPA as set out in its by-laws and regulations.

#### **10.9. Minutes:**

All of the recommendations made and the motions passed by the committee are sent to the Board of Directors. The disposition of these items by the Board are recorded in the minutes and documents maintained by the Secretary of the Constituency.

### **11. TERMS OF REFERENCE FOR THE [CA NAME] UCP COMMUNICATION COMMITTEE**

#### **11.1. Purpose:**

The major purpose of the Communication Committee is to facilitate a two-way communication

between the Constituency Association and its members. A wide range of multi-media tools are used to facilitate this communication.

### **11.2. Background:**

The Communication Committee is a standing committee of the Board of Directors chaired by a Vice-President. It plays a key role in ensuring the individual chosen as the candidate for the [CA NAME] UCPA CA has the type of communication system in place that will help get her or him elected as MLA in the next provincial election.

### **11.3. Committee Structure:**

11.3.1. The members of the Communication Committee are appointed by the Constituency Board of Directors. Both directors and members-at-large may serve on the committee.

11.3.2. The Candidate of Record/MLA and the constituency president are non-voting ex-officio members of the committee.

11.3.3. Robert's Rules of Order and any procedures by-law passed by the Constituency Board govern the proceedings of the committee.

11.4. Objectives:

11.4.1. Create and maintain a communication plan that meets the needs of the membership and the constituency association.

11.4.2. Develop various multi-media materials and messaging that is effective in establishing two way communications with party members on a variety of policy matters.

11.4.3. Ensure the Communications Committee is operated in a way that allows Board committees to organize and coordinate their activities in an effective manner and provide the best assistance possible for the candidate running for the UCPA in the [CA NAME] riding.

### **11.5. Roles & Responsibilities:**

Refer to the Duties, Responsibilities and Authority of the Communications Vice-President set out in Addendum 1.

### **11.6. Meeting Frequency:**

At the Call of the Chair (Vice-President or designate).

### **11.7. Quorum:**

The quorum for a meeting shall be the VP or designate and at least one-third of the Committee members.

### **11.8. Policy:**

The Committee supports the principles, policies and objectives of the UCPA.

### **11.9. Minutes:**

All of the recommendations made and the motions passed by the committee are sent to the Board of Directors. The disposition of these items by the Board are recorded in the minutes and documents maintained by the Secretary of the Constituency.

### **12. TERMS OF REFERENCE FOR THE [CA NAME]** **UCPA CA Fundraising Committee**

#### 12.1. Purpose:

To plan; organize; and implement fundraising activities as approved by the [CA NAME] UCP Constituency Association.

### **12.2. Background:**

- 12.2.1. The CA Fundraising Committee is a standing committee of the Board of Directors chaired by a Vice-President.
- 12.2.2. The committee exists to:
- 12.2.3. Raise funds for both operational and election campaign purposes.
- 12.2.4. Meet specific fund raising targets set out in the Financial plan and the Budget; and
- 12.2.5. Carry out fundraising events throughout the year;

### **12.3. Committee Structure:**

- 12.3.1. The members of the Fundraising Committee are appointed by the Constituency Board of Directors. Both directors and members-at-large may be appointed to the committee.
- 12.3.2. The Candidate of Record/MLA and the constituency president are non-voting ex-officio members of the committee.
- 12.3.3. Robert's Rules of Order and any procedures by-law passed by the Constituency Board govern the proceedings of the committee.

### **12.4. Objectives:**

Raise the funds required to meet the fund raising targets set out in the financial plan and the annual budget.

### **12.5. Roles & Responsibilities:**

Refer to the Duties, Responsibilities and Authority section pertaining to the Fundraising VP set out in Addendum 1.

### **12.6. Meeting Frequency:**

At the Call of the Chair (Vice-President or designate).

### **12.7. Quorum:**

The quorum for a meeting shall be the VP or designate and at least one-third of the Committee members.

### **12.8. Policy:**

The Committee supports the principles, policies and objectives of the Party.

### **12.9. Minutes:**

All of the recommendations made and the motions passed by the committee are sent to the Board of Directors. The disposition of these items by the Board are recorded in the minutes and documents maintained by the Secretary of the Constituency.

## **13. TERMS OF REFERENCE FOR THE [CA NAME] UCPA CA MEMBERSHIP COMMITTEE**

### **13.1. Purpose:**

13.1.1. To provide the Board of Directors with a membership plan that includes an up-to-date data base and poll/neighborhood map(s) showing where members are located in the constituency both in the pre-writ period and after the Elections Alberta poll map and voter's list information is released.

13.1.2. The primary focus of the Membership plan is on the recruitment of new members and the renewal of the memberships of former members and in providing the support needed to help the UCPA candidate win the riding.

### **13.2. Background:**

13.3. The Membership Committee is a standing committee of the Board of Directors chaired by a Vice-President.

### **13.4. Committee Structure:**

13.4.1. The members of the Membership Committee are appointed by the Constituency Board of Directors. Both directors and ordinary members of the party may be appointed to the committee.

13.4.2. The Candidate of Record/MLA and the constituency president are non-voting ex-officio members of the committee.

13.4.3. One or more sub-committees may be needed to create a poll/neighborhood database

system that can be used by the Election Readiness Committee in the pre-writ period to create walking maps for its canvassing teams and analyze the level of identified support and door-knocking coverage being achieved in each of the [CA NAME] neighborhoods.

13.4.4. The amount of work the constituency membership and election readiness committees are able to complete in the pre-writ period is dependent upon the resources and support that is provided by the constituency, the provincial UCPA, Elections Alberta and the amount of time remaining prior to the calling of a general election.

13.4.5. Robert's Rules of Order and any procedures by-law passed by the Constituency Board govern the proceedings of the committee.

### **13.5. Objectives:**

A constituency needs to have an up-to-date membership list and a poll /neighborhood mapping system in place in order to easily identify where its members are located and provide the election readiness committee with the basic information it needs to create its walking maps, organize its volunteers, do its door-to-door canvassing and generate the data base it will need to successfully execute its Get-Out-the-Vote campaign. Increasing the membership and the renewal of expired memberships is an important function of the committee.

### **13.6. Roles & Responsibilities:**

Refer to the Duties, Responsibilities and Authority section pertaining to the Membership set out in Addendum 1.

### **13.7. Meeting Frequency:**

At the Call of the Chair (Vice-President or designate).

### **13.8. Quorum:**

The quorum for a meeting shall be the VP or designate and at least one-third of the Committee members.

### **13.9. Policy:**

The Committee supports the principles, policies and objectives of the Party.

### **13.10. Minutes:**

All of the recommendations made and the motions passed by the committee are sent to the Board of Directors. The disposition of these items by the Board are recorded in the minutes and documents maintained by the Secretary of the Constituency.

## **14. TERMS OF REFERENCE FOR THE [CA NAME]** **UCP EVENTS COMMITTEE**

14.1. Purpose:

**14.2. The purpose of the Social/Events Committee is to:**

14.2.1. organize social activities and special events that help foster positive relationships and a sense of camaraderie within the United Conservative Party and

14.2.2. provide residents and the business community with an opportunity to share their views and opinions on a variety of subjects with the UCPA CA candidate/MLA or other party officials in attendance at various social gatherings.

**14.3. Background:**

Events and the feedback generated at such gatherings play a key role in facilitating political fundraising and membership growth in a democratic society. Social events help raise a portion of the Funds required to run election campaigns promote the UCP brand and ensure a [CA NAME] UCP CAMLA is elected to the Alberta Legislature.

**14.4. Committee Structure:**

14.4.1. The Social/Events Committee is a standing committee of the Board of Directors chaired by a Vice-President.

14.4.2. The members of the committee are appointed by the Board of Directors. Both Board and non-board members may serve on the committee.

14.4.3. The Candidate of Record/MLA and the constituency president are non-voting ex-officio members of the committee.

14.4.4. Robert's Rules of Order and any procedures by-law passed by the Constituency Board govern the proceedings of the committee.

**14.5. Objectives:**

14.5.1. Social events enable UCP members and where applicable their families to meet and interact in an informal setting with other party members, the candidate/MLA and other party officials and Directors; and

14.5.2. Inviting members of the general public to attend meetings, workshops and coffee parties is another way of ensuring the CA receives a broad spectrum of viewpoints on controversial and newly emerging issues.

**14.6. Roles & Responsibilities:**

Refer to the Duties, Responsibilities and Authority section pertaining to the Social/Events Committee set out in Addendum 1.

**14.7. Meeting Frequency:**

At the Call of the Chair (Vice-President or designate).

#### **14.8. Quorum:**

The quorum for a meeting shall be the VP or designate and at least one-third of the Committee members.

#### **14.9. Policy:**

The Committee supports the principles, policies and objectives of the Party.

#### **14.10. Minutes:**

All of the recommendations made and the motions passed by the committee are sent to the Board of Directors. The disposition of these items by the Board are recorded in the minutes and documents maintained by the Secretary of the Constituency.

### **15. TERMS OF REFERENCE FOR THE [CA NAME] UCP CA ELECTION READINESS COMMITTEE**

#### **15.1. Purpose:**

15.2. The purpose of the election Readiness committee is to prepare an Election Readiness Plan that is approved by the Board of Directors and put in place some months prior to the holding of a provincial general election. In a hotly contested race, a successful pre-writ plan can make all the difference between a candidate winning or losing a seat when the general election is called.

#### **15.3. Background:**

15.4. The Election Readiness committee is a standing committee of the Board of Directors chaired by a Vice- President. It plays a key role in ensuring the individual chosen as candidate by the [CA NAME] UCP CA will be elected as the Member of the Legislative Assembly.

#### **15.5. Committee Structure:**

15.5.1. The members of the Election Readiness Committee are appointed by the Constituency Board of Directors. Both directors and members-at-large may be appointed to the committee.

15.5.2. The Candidate of Record/MLA and the constituency president are non-voting ex-officio members of the committee.

15.5.3. All the members of the Board of Directors are members of the Election Readiness Plan. Everyone has a role to play in organizing and participating in the poll organization that lies at the heart of a successful pre- writ door-to-door canvass.

15.5.4. Individuals, teams and sub-committees play an important role in providing the volunteers needed to maintain databases, create walking maps, carry-out door-to-door canvassing, etc.

15.5.5. Robert's Rules of Order and any procedures by-law passed by the Constituency Board govern the proceedings of the committee.

### **15.6. Objectives:**

15.6.1. Work with the Membership Committee in creating and maintaining an electronic database capable of providing an up-to-date record of the information obtained from past and present UCP supporters and the new information collected by door-to-door canvassers. This database is used for generating walking maps and analyzing the level of support and door-knocking coverage within the constituency in the pre-writ period.

15.6.2. Ideally each member of the Board of Directors should be linked with one or more polls in a particular neighborhood where the member lives. In reality this is often not the case. For example, some directors are from neighboring constituencies and do not live in the riding. If the Board believes some type of director neighborhood / poll linkage system should be established some directors need to volunteer to be assigned to one of the unrepresented neighborhoods.

15.6.3. Work closely with the candidate and/or designate in organizing and carrying-out activities within the pre-writ period.

### **15.7. Quorum:**

The quorum for a meeting shall be the VP or designate and at least one-third of the Committee members.

### **15.8. Policy:**

The Committee supports the principles, policies and objectives of the Party.

### **15.9. Minutes:**

All of the recommendations made and the motions passed by the committee are sent to the Board of Directors. The disposition of these items by the Board are recorded in the minutes and documents maintained by the Secretary of the Constituency.