

United Conservatives

ANNUAL & SPECIAL GENERAL MEETING RULES

Updated as of February 11, 2025

1. Pursuant to article 6.3. in the “Rules Governing Constituency Associations” section of the “United Conservative Party of Alberta Governance Manual” which states that, “an Annual General Meeting shall be held at least once per calendar year,” CA Annual General Meetings (AGM) must additionally be held no later than 13 months after the last AGM.
2. If a CA does not set a date for their AGM within 13 months of the last AGM, Regional Directors will enact all legal means to facilitate the Constituency Association to set this date including date, location, venue, and time. They will inform the United Conservative Party Executive Director (UCP ED) and the CA President to ensure legal meeting notice to the CA membership is provided.
3. CA GM venues must have a reasonable capacity for expected attendance. “Reasonable” will be determined by the CA President in consultation with the Regional Director(s) and Executive Director.
4. Where possible, CAs will communicate their GM (“Annual” and/or “Special”) date, location, venue, and time to one of their Regional Directors a minimum of four (4) weeks prior to its date. This allows Regional Directors to ensure the date, location, venue, and time are appropriate for the GM prior to the 21-day notice period required by our by-laws. Regional Directors will approve the GM details and communicate said details to the UCP ED.
5. GM Returning Officer(s) (RO(s)) will be determined by the Regional Director and UCP ED. Every effort will be made to ensure a member of UCP staff will be the RO, assisted, if necessary, by a Regional Director, or someone of their choosing.
6. The Quorum for all General Meetings of twenty (20) constituency members may be waived by the Executive Director following consultation with a Regional Director from the affected region or, if the Regional Director cannot be reached, the UCA President. Other terms defined in the Bylaws shall have the same meaning in these Rules.
7. Upon announcing all results of elections held at and General Meeting, the Returning Officer (RO) will provide a written copy of the result(s) to the CA President before departing the meeting. The provincial board recommends that the RO mark a copy of each voting ballot as VOID and clearly mark the elected candidate(s) on this VOID ballot as their “written copy” of election results to the President.