United Conservatives

Governance Manual

Approved as of November 28, 2025

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Note: Article 10.1.2 of the United Conservative Party Association of Alberta (UCA) bylaws requires a Governance Manual that includes a Standing Committee list and rules governing:

- the conduct, selection and review of the Leader;
- constituency associations;
- the conduct of caucus;
- dispute resolution;
- candidate selection.

STANDING COMMITTEE LIST

1. PREAMBLE

1.1. This Standing Committee List document serves to outline the Standing Committees for the United Conservative Association (the "**UCA**") and the United Conservative Party of Alberta (the "**Party**").

1.2. The Party will maintain a page on its website that will provide the names and the regions of residence for each member of each committee of the Standing Committee list

2. DEFINITIONS

2.1. In this document, capitalized terms shall have the meaning given to them in the Bylaws unless otherwise stipulated.

3. ARBITRATION COMMITTEE

3.1. The Board shall appoint up to nine (9) Members to an arbitration committee (the "**Arbitration Committee**"), functioning as follows:

3.1.1. No member of the Arbitration Committee shall be a Director serving on the Party's Board, an employee of the Party, a subcontractor to the party, an employee of a subcontractor to the party, a Member of the Legislative Assembly or Caucus advisor, or any immediate family member of this list of persons. The chair of the Arbitration Committee and at least five (5) members of the Arbitration Committee shall have legal training or experience sitting on administrative panels. Members of the Arbitration Committee shall be appointed for terms of two (2) years and may not be removed by the Board without cause.

3.1.2. Except for any dispute relating to a leadership or nomination contest, the Arbitration Committee shall hear all appeals arising from unresolved disputes related to the process set out in the General Dispute Resolution Process chapter provided for in Article 10 of the Bylaws. Any decision of the Arbitration Committee is final and binding and there shall be no further appeal or review on any ground whatsoever.

3.1.3. On receipt of a notice of dispute from any ten (10) Members, the Arbitration Committee shall select from its members a panel of three (3) to arbitrate and decide on the dispute. The panel shall deliver written reasons for any decision made in respect of the dispute.

3.1.4. The Arbitration Committee shall develop its own rules and procedures, which shall be made public to Members, consistent with the Dispute Resolution process provided for in Article 10 of the Bylaws.

4. PARTY CANDIDATE SELECTION COMMITTEE

4.1. The Board shall appoint ten (10) Members to a Party Candidate Selection Committee (the "**PCSC**"), functioning as follows:

4.1.1. Five (5) members, who must be Directors on the Party Board; and

4.1.2. Five (5) members, who must not be Directors serving on the Party Board, and these Members shall be appointed for terms expiring at the conclusion of each provincial general election and may not be removed by the Board without cause.

4.2. The PCSC shall administer the Party's Candidate Selection Rules and Procedures as provided for in Chapter Six (6) of this Governance Manual and the Code of Conduct as provided for in Chapter Four (4) of this Governance Manual, as it relates to the Party's Candidate Selection Rules and Procedures..

5. PARTY POLICY AND GOVERNANCE COMMITTEE

5.1. Policy and Governance Committee (the "**PPGC**") as follows:

5.1.1. The Vice President Policy and Governance, who shall act as Chair;

5.1.2. The Secretary; and

5.1.3. At least thirteen (13) other Members appointed by the Board at least eight (8) months in advance of an Annual General Meeting ("**AGM**") and of which eight (8) or more Members must not be Directors serving on the Party Board and these Members shall be appointed for terms expiring at the conclusion of each AGM and may not be removed by the Board without cause.

5.2. At least two (2) PPGC members must reside in each of the five (5) regions designated in Article 7.2.9 of the Bylaws.

5.3. The PPGC shall have the mandate to facilitate and execute an open, transparent Member consultation process, subject to the Bylaws, for duly motioning any additions, amendments, or deletions from the Party Bylaws, or Constitutional Documents set out in Article 10.1 of the Bylaws.

5.4. In parallel with and subject to the Member consultation process outlined in 5.3, the PPGC shall also be empowered at each AGM to propose housekeeping amendments to the Policy Declaration with the specific purpose of consolidating existing redundant statements or removing expired items. Each proposal shall be voted on individually for approval by Members at an AGM either during the plenary session or by supplemental ballot as part of the business proceedings of the AGM.

6. FINANCE COMMITTEE

6.1. The Finance Committee will be comprised of no fewer than five (5) and no more than eight (8) Members appointed by the Board, no fewer than two (2) of whom have attained a CPA designation.

6.2. The Finance Committee shall be chaired by the Chief Financial Officer.

6.3. The Finance Committee shall work with the Board to fulfil the Board's fiduciary responsibility to prepare and oversee the budget.

7. COMMUNICATIONS COMMITTEE

7.1. The Communications Committee will be comprised of no fewer than five (5) and no more than eight (8) Members appointed by the Board.

7.2. The Communications Committee shall be chaired by the Vice-President Communications.

7.3. The Communications Committee shall foster communication within the Party and between the Party and the Members.

8. MEMBERSHIP COMMITTEE

8.1. The Membership Committee will be comprised of no fewer than five (5) and no more than eight (8) Members appointed by the Board.

8.2. The Membership Committee shall be chaired by the Vice-President Membership.

8.3. The Membership Committee shall promote membership, recruitment and involvement with the Party and shall be responsible for and administer the membership registry.

9. FUNDRAISING COMMITTEE

9.1. The Fundraising Committee will be comprised of no fewer than five (5) and no more than eight (8) Members appointed by the Board.

9.2. The Fundraising Committee shall be chaired by the Vice-President Fundraising.

9.3. The Fundraising Committee shall be responsible for promoting ongoing fundraising efforts by the Party and Constituency Associations.

10. YOUTH ENGAGEMENT COMMITTEE

10.1. The Youth Engagement Committee shall be comprised of no fewer than five (5) and no more than ten (10) Members appointed by the Board.

10.2. At least one (1) Youth Engagement Committee member must reside in each of the five (5) regions designated in Article 7.2.9 of the Bylaws.

10.3. The Youth Engagement Committee shall be chaired by the Vice-President (Membership).

10.4. The Youth Engagement Committee shall establish and administer a process for the recognition of a Campus or Youth Club.

10.5. The Youth Engagement Committee shall coordinate with the Vice-President (Membership) and Vice-President (Communications) for the establishment of an outreach and communications strategy focused on the Youth members of the Party.

RULES GOVERNING CONSTITUENCY ASSOCIATIONS

1. PREAMBLE

1.1. The Rules Governing Constituency Associations ("**CA Rules**") shall constitute the rules and procedures for the establishment and governance of United Conservative Party of Alberta Constituency Associations pursuant to the UCA Bylaws.

1.2. The Party will maintain a page on its website that will provide the names and the regions of residence for each member of each committee of the Standing Committee list.

2. DEFINITIONS—IN THIS CHAPTER TERMS ARE DEFINED AS FOLLOWS:

2.1. "**AGM**" means a meeting of the Constituency Members provided for in the CA Rules at which, among other things, the Directors are annually elected to the CA Board;

2.2. "**Applicable Laws**" means the *Election Act, RSA 2000, c E-1*, the EFCDA and such other legislation as may, from time to time, be in effect governing the operations, financing and disclosure by CAs;

2.3. "**Bylaws**" means the Bylaws of the UCA;

2.4. "**CA**" means the association recognized by the Party and registered under the Applicable Laws as the official association for a Constituency;

2.5. "**CA Board**" means the Board of Directors of the CA;

2.6. "**Candidate**" has the same meaning as set out under Applicable Laws and refers to the person either chosen in a Nomination Contest or appointed to be the Party's Candidate in the Constituency for a general election or by-election;

2.7. "**CFO**" means a Director that is the Chief Financial Officer of the CA;

2.8. "**Constituency**'' means the Provincial Electoral Division as set by Elections Alberta in which the CA operates;

2.9. "**Constituency Member**" means a Member who resides in the Constituency;

2.10. "**Deregistered Constituency Association**" means a CA that has been deregistered under the Applicable Laws and which has not been reregistered within 90 days of deregistration;

2.11. "**Director**" means a voting member of the CA Board;

2.12. "**EFCDA**" means the *Election Finances and Contributions Disclosure Act, RSA 2000, c E-2* as amended from time to time;

2.13. "**Founding Meeting**" means the first General Meeting of a CA, or the first General Meeting of a CA held after a Status Change affecting the CA;

2.14. "**General Meeting**" means a meeting of the Constituency Members and includes an AGM, a Special General Meeting, and a Founding Meeting;

2.15. "**Inactive Constituency Association**" means a CA that has no Board;

2.16. "**Member**" means a Member of the Party;

2.17. "**MLA**" means a Member of the Legislative Assembly of Alberta;

2.18. "**Officer**" means a Director that is the CA President, Secretary, CFO or any Vice President recognized by the CA;

2.19. "**Party**" means the United Conservative Party of Alberta;

2.20. "**President**" means a Director that is the principal Officer of the CA;

2.21. "**Secretary**" means a Director that is the Chief Records Officer of the CA;

2.22. "**Special General Meeting**" means a meeting of the Constituency Members called for a specific purpose other than an AGM;

2.23. "**Status Change**" means the recognition of a new CA, registered under the Applicable Laws, or the happening of an event that causes a CA to become a Deregistered CA or an Inactive CA;

2.24. "**UCA**" means the United Conservative Association;

2.25. "**UCA Board**" means the Board of Directors of the United Conservative Association provided for in the UCA Bylaws; and

2.26. "**Vice President**" means a Director that is an Officer with specific duties and responsibilities that may be delegated to them from time to time by the CA Board.

2.27. Words defined in the *Societies Act, RSA 2000, c S-14*, and the EFCDA have the same meaning in the CA Rules unless specifically defined in the CA Rules.

3. THE OBJECTIVES OF THE CONSTITUENCY ASSOCIATION SHALL BE TO:

3.1. support the principles, policies and objectives of the Party and maintain an effective CA for that purpose;

3.2. facilitate engagement of the residents of the Constituency in the political affairs of Alberta and the involvement of Constituency Members in the affairs of the Party and CA, including youth education and engagement;

3.3. facilitate the nomination of a Candidate and promote their election as a representative of the people of the Constituency as an MLA;

3.4. provide organizational and financial support to the Candidate;

3.5. facilitate, support and maintain ongoing policy and governance discussions within the CA and Party; and

3.6. comply with the obligations, and benefit from the rights and privileges, of being recognized by the UCA as a CA of the Party.

4. RECOGNITION OF CONSTITUENCY ASSOCIATION

4.1. Where no Association is currently recognized by the Party as the CA for a Constituency, any five (5) Constituency Members may apply to the Party, in the form provided by the Party, for recognition of a CA. The Party shall consider the application and, if approved, shall submit to Elections Alberta an application to register the CA under Applicable Laws.

4.2. The Party may apply to Elections Alberta to revoke the recognition of a CA after:

4.2.1. fully explaining and clearly documenting its reasons;

4.2.2. successfully defending an appeal of the proposed revocation by the CA to the UCA Arbitration Committee; and

4.2.3. entering into an agreement with the CA, which the CA 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 a subsequently recognized CA.

5. FOUNDING MEETING

5.1. Where a Status Change has occurred, the following rules shall apply:

5.1.1. the CA Board, if any, or else the UCA Board, or its designate, shall, within three (3) months of the Status Change, fix the date for a Founding Meeting and provide notice to the Constituency Members of the time, place and business to be transacted at the Founding Meeting by email, by telephone, and by publication of a notice on the Party website, such notice to be not less than twenty-one (21) days; and

5.1.2. the President, if any, or else the UCA Board's designate, shall chair the Founding Meeting.

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;

5.2.2. elect by secret ballot up to twenty-seven (27) additional Members as Directors;

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, if any; and

5.2.6. conduct such other business as the Constituency Members determine is in the interests of the CA.

5.3. Constituency Members shall have the right to attend, speak, and run as a Director at a Founding Meeting.

5.4. For the purposes of voting at a Founding Meeting, Constituency Members must be a Member of the Party in good standing for a minimum of twenty-one (21) days (as calculated in the Membership Rules and Procedures, Article 12) prior to the Founding Meeting in order to be eligible to vote.

6. GENERAL MEETINGS

6.1. Governance of the CA rests with the Constituency Members who are present and vote at General Meetings.

6.2. For the purposes of voting at General Meetings, Constituency Members must be a Member of the Party in good standing for a minimum of twenty-one (21) days (as calculated in the

Membership Rules and Procedures, Article 12) prior to the General Meeting in order to be eligible to vote.

6.2.1. Any member whose membership has expired within the previous ninety (90) days of a General Meeting may participate in any General Meeting specified in Section 6.5 provided that the member pays the appropriate membership renewal fee "at the door".

6.3. The CA Board shall fix the date for a General Meeting and provide notice to the Constituency Members of the time, place and business to be transacted at the General Meeting by email or telephone and by publication of a notice on the Party website, such notice to be not less than thirty (30) days.

6.4. An AGM shall be held at least once per calendar year except in a year where a Founding Meeting has been held.

6.5. At an AGM, the Constituency Members present and voting shall:

6.5.1. The following procedure shall be followed when it comes to voting for the positions of President CFO, Secretary, and Director at CA AGMs:

6.5.1.1. President—first position voted for:

6.5.1.1.1. all Members allowing their name to stand for President, shall have their name announced and added to the ballot, including nominations taken from the floor; and

6.5.1.1.2. each President candidate will be given up to 2 minutes to speak; and

6.5.1.1.3. the voting Members attending the meeting will then cast their ballots for the position of President; and

6.5.1.1.4. ballots will then be immediately counted and the results announced; and

6.5.1.1.5. the candidate/candidates that did not win this position can now decide to let their name stand for either CFO, Secretary or Director.

6.5.1.2. CFO—second position voted for:

6.5.1.2.1. all Members allowing their name to stand for CFO, shall have their name announced and added to the ballot, including nominations taken from the floor; and

6.5.1.2.2. each CFO candidate will be given up to 2 minutes to speak; and

6.5.1.2.3. the voting Members attending the meeting will then cast their ballots for the position of CFO; and

6.5.1.2.4. ballots will then be immediately counted and the results announced; and

6.5.1.2.5. the candidate/candidates that did not win this position can now decide to let their name stand for either Secretary or Director.

6.5.1.3. Secretary—third position voted for:

6.5.1.3.1. all Members allowing their name to stand for Secretary, shall have their name announced and added to the ballot, including nominations taken from the floor; and

6.5.1.3.2. each Secretary candidate will be given up to 2 minutes to speak; and

6.5.1.3.3. the voting Members attending the meeting will then cast their ballots for the Secretary position; and

6.5.1.3.4. ballots will then be immediately counted and the results announced; and

6.5.1.3.5. the candidate/candidates that did not win this position can now decide to let their name stand for the Director.

6.5.1.4. Director—Final positions voted for—if there are more than 27 members allowing their name to stand for the Director position, then the following procedure shall be followed:

6.5.1.4.1. all Members allowing their name to stand for Director shall have their name announced, including nominations from the floor; and

6.5.1.4.2. each Director candidate will be given up to 1 minute to speak; and

6.5.1.4.3. the voting Members attending the meeting will then cast their ballots for the Director positions; and

6.5.1.4.4. ballots will then be immediately counted and the results will be announced.

6.5.2. elect by secret ballot up to twenty-seven (27) additional Members as Directors. The CA Board may, prior to the issuance of notice of the AGM provide that up to seven (7) Members be directly elected as Vice Presidents instead of Directors at-large;

6.5.3. receive detailed reports from the President, Secretary and CFO on the activities of the CA;

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

6.5.5. conduct such other business as the Constituency Members determine is in the interests of the CA.

6.6. A Special General Meeting may be called by the CA Board as necessary and for the specific purpose set forth in the notice of meeting. A Special General Meeting shall be called by the CA Board within forty-five (45) days of receipt of a petition signed by the lesser of one hundred (100) or one-third (1/3) of the Constituency Members, as at the date of receipt of the petition, requesting a Special General Meeting for a specific purpose.

6.7. The President or their designate shall chair all General Meetings, except where a Special General Meeting has been petitioned by Constituency Members for the specific purpose of removing some or all of the Directors, in which case a designate of the UCA Board shall chair the Special General Meeting.

6.8. All Constituency Members shall have the right to attend, speak and vote at a General Meeting. Voting by proxy is not permitted.

6.9. Quorum for all General Meetings shall be twenty (20) Constituency Members.

7. CONSTITUENCY ASSOCIATION BOARD OF DIRECTORS

7.1. Subject to Article 7.2, any Member may stand for election as a Director at a General Meeting where the business to be transacted includes the election of Directors. Each Member who stands for election as a Director shall be given an opportunity to speak at the General Meeting.

7.2. The total number of Directors shall not exceed thirty (30). One (1) in every five (5) Directors or portion thereof, to a maximum of six (6), may be Members not resident in the Constituency.

7.3. A sitting Party MLA and/or a duly nominated Candidate for the Constituency, if any, shall each be an *ex officio*, non-voting member of the CA Board and shall not count towards the total number of Directors as expressed in Article 7.2.

7.4. Each Director is a fiduciary of the Constituency Association and has a duty to act in the best interests of the Constituency Members as a whole.

7.5. Each Director also has a duty to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

7.6. Each Member who wins an election, or is acclaimed as a Director, shall sign the Party's neutrality and confidentiality documents as soon as possible after the election, but in any event, prior to attending the next Directors' meeting occurring after the date of the AGM. Failure to sign the neutrality and confidentiality documents shall result in the Director's election being null and void.

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

7.8. The immediate family (spouse, common-law partner, sibling, child, or parent) of a sitting MLA, Candidate, or Nomination Contestant is not eligible to be a Director of the CA Board which that MLA represents or in which the Candidate or Nomination Contestant is running.

7.9. Any lobbyist who is included in the Alberta Lobbyist Registry administered by the Office of the Ethics Commissioner shall not be permitted to hold any position on a CA Board in Alberta.

7.10. The Executive Director of the Association will grant access of Officers' names and contact information to any other CA President who requests them with the caveat that this information is to be used only in the interest of furthering communication between those CA boards. Upon election, all Officers agree for their contact information to be shared among other CA Officers and for the Executive Director to facilitate this.

7.11. UCP Constituency Directors and candidates for these positions shall disclose any affiliations with domestic or foreign political entities, other political parties or foreign public interest organizations immediately to the CA executive.

8. POWERS AND MEETINGS OF THE CONSTITUENCY ASSOCIATION BOARD

8.1. Between General Meetings, the CA Board is authorized to manage and direct the business and affairs of the CA and shall be required to hold valid CA Board meetings at a minimum interval of one (1) per quarter.

8.2. The CA Board shall, in the conduct of its business, comply with Applicable Laws, the Bylaws and the CA Rules.

8.3. Each Director shall be entitled to attend, speak and vote at every meeting of the CA Board.

8.4. The CA Board shall conduct its business by resolution or motion duly passed at a meeting of the CA Board. A resolution or motion of the CA Board in writing, email, or other electronic means signed or endorsed by a majority of the votes cast, shall be valid and effective as if passed at a duly called and constituted meeting of the CA Board. Such a resolution or motion vote request must allow for a minimum of forty-eight (48) hours for voting and the electronic means of voting must achieve quorum. The CA Board's Secretary shall include in the minutes a copy of the resolution or motion and a copy of the notification, showing that it was sent to all the CA Board's Directors.

8.5. No Director shall have any authority to act for, or on behalf of the CA Board except as specifically provided in the CA Rules or by the CA Board through the adoption of a motion or a standing rule of order.

8.6. Immediately upon the adjournment of a Founding Meeting, an AGM or a Special General 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

8.6.2. elect, by secret ballot, up to seven (7) Vice-Presidents, if necessary, all to terms of office that expire at the next AGM.

8.7. The President shall provide notice of the time, place and business of a CA Board meeting 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. The CA Board may, by unanimous resolution, dispense with this requirement. Nothing in this article shall be interpreted to prevent the Directors present at a meeting of the Board from amending an agenda or transacting new business.

8.8. Within seven (7) days of receipt of an email request from one-third (1/3) of Directors sent to the Officers, the President shall provide notice of a CA Board meeting in accordance with the requirements in Article 8.7, failing which the Secretary shall provide notice of the CA Board meeting.

8.9. The quorum for meetings of the CA Board shall be the lesser of one-third (1/3) of the Directors or one-half (1/2) of the Officers.

8.10. The President shall preside at meetings of the CA Board. 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; or

8.10.2. if it so chooses the CA Board may elect from time to time, 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.

8.12. Each meeting of the CA Board should, at a minimum, include discussion of the following:

8.12.1. recent activities of the Party;

8.12.2. the financial state of the CA;

8.12.3. fundraising plans, goals and achievements of the CA;

8.12.4. CA membership and plans to increase the number of Constituency Members;

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

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

8.13. The Secretary shall be the recording Secretary of the CA Board, prepare 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.

8.14. Where the President or their designate presides at a meeting of the CA Board, the President or their designate shall only cast a vote to create or break a tie. The President or 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 not pass a motion in camera.

8.16. The Officers of the CA Board shall have responsibilities as follows:

8.16.1. The CA Board President shall preside at all meetings of the CA Board, and shall serve as an ex officio voting member of all committees except the Local Candidate Nomination Committee. The President shall oversee the management and administration of the business and affairs of the CA.

8.16.2. The CA Board Secretary shall be the custodian of all non-financial CA records and documents. The Secretary shall: prepare and maintain minutes of meetings of the CA Board, call meetings upon the direction of the President, and have such duties as are assigned by the Board of Directors or the President.

8.16.3. The CFO shall be responsible for the administration of the financial transactions of the CA. The CFO shall have such other duties as are assigned by the Board of Directors or the President, and shall carry out the responsibilities of, and be designated as, the CA's "financial agent" under the Alberta Elections Act.

8.16.4. The CA Board Vice-Presidents shall have duties as relate to the function to which they were voted to conduct and shall have such other duties as are assigned by the Board of Directors or the President.

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

8.17.1. establish terms of reference of the committee;

8.17.2. esignate the members of the committee, including ex officio members;

8.17.3. designate the Chair of the committee;

8.17.4. determine the reporting requirements for the committee; and

8.17.5. where the committee is to exercise any authority, delegate such authority with clarity and specificity.

8.18. The CA Board may fill vacancies of Officers and Directors by majority secret ballot.

8.19. The CA Board may, by majority secret ballot vote of those present and voting, remove a Director who has missed three (3) consecutive meetings.

8.20. The CA Board may, by a secret ballot vote of two-thirds (2/3) 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 CA or the Party.

8.21. 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.

8.22. All UCP Members in good standing have the right to attend all regularly scheduled CA Board meetings, except where an in camera session is deemed necessary. All non-resident constituency members must provide proof of Party membership if requested.

9. INTERPRETATION

9.1. Subject to the Bylaws and these CA Rules, the CA Board may adopt standing rules of order to be followed at all General Meetings and CA Board meetings. To the extent not otherwise provided for by any standing rules of order, the latest *Robert's Rules of Order*, shall govern meetings.

9.2. To the extent there is any conflict between the Bylaws and the CA Rules, the Bylaws shall prevail.

10. LIMITATION OF LIABILITY

10.1. When acting within the scope of their authority and in compliance with the CA Rules, no Director shall be liable for any debts, actions, claims, demands, liabilities or commitments of any kind made by the CA. The CA shall indemnify and hold harmless each Director against any such debt, action, claim, demand, liability or commitment whatsoever.

11. AMENDMENT

11.1. A CA does not have the authority to alter the CA Rules in any way except by application from the CA Board to the Party Board where special circumstances exist that warrant such modification. The Party Board may consider any application for a waiver of a specific provision of the CA Rules and may grant such a waiver in writing.

11.2. The Party Board may temporarily amend the CA Rules to ensure they comply with Applicable Laws, the Bylaws, or to address unforeseen, unexpected or unusual circumstances affecting Constituency Associations. Such amendments shall have effect and be binding upon Constituency Associations from the time determined by the Party Board until either expired, ratified, amended or rejected at the next AGM of the UCA, but in no case shall any amendment be binding until communicated by email to the Members and posted on the Party website.

LEADERSHIP REVIEW AND SELECTION RULES

1. PREAMBLE

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

2. DEFINITIONS—IN THIS CHAPTER TERMS ARE DEFINED AS FOLLOWS:

2.1. "**AGM**" means a meeting of the Members provided for in the Bylaws at which, among other things, the Directors are 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. "**Board**" means the Board of Directors of the UCA;

2.4. "**Bylaws**" means the Bylaws of the UCA, as amended from time to time, and may include if the context requires, any Constitutional Documents derived therefrom;

2.5. "**Caucus**" means the caucus of the Party;

2.6. "**Elector**" means a Member of the Association who is eligible to vote in a Leadership Election;

2.7. "**Interim Leader**" means an interim Leader of the Party 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;

2.8. "**Leader**" means the Leader of the Party;

2.9. "**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;

2.10. "**Leadership Contestant**" means a contestant for the leadership of the Party;

2.11. "**Leadership Election**" means the process by which a new Leader is elected by the Members of the Party;

2.12. "**Leadership Review**" means a review held in accordance with the Leadership Rules;

2.13. "**LEC**" means a neutral Leadership Election Committee established by the Party Board to conduct a Leadership Election;

2.14. "**Member**" means a Member of the Association and the Party;

2.15. "**Party**" means the United Conservative Party of Alberta;

2.16. "**RO**" means a person appointed by the LEC as the Returning Officer to oversee and manage the fair and free conduct of the Leadership Election at a particular polling place and shall include, if the context requires, Deputy Returning Officers;

2.17. "**Secretary**" means the secretary of the UCA and the Party; and

2.18. "**UCA**" means the United Conservative Association.

3. LEADERSHIP REVIEW

3.1. A Leadership Review will be held:

3.1.1. at one (1) out of every three (3) AGMs 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;

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 Party Board at a Board meeting called for that purpose; or

3.1.2.3. the request of sufficient Party 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, shall 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 outlined in Article 4 in this Chapter.

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 Article 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 shall

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 shall be accepted as given, and a Leadership Election shall commence.

4.3. If the position of Leader becomes vacant or when the Leader publicly announces the intention to resign as Leade**r**, the Board shall, at the earliest possible opportunity, arrange for the election of an Interim Leader by a plurality vote of Caucus.

4.3.1. When the Leader publicly announces the intention to resign, the Party shall immediately be entrusted to the duly elected Interim Leader.

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 shall have the full authority of the Leader and shall remain as Interim Leader until either the Leadership Election is complete, or the Interim Leader vacates their position by one (1) of the methods described in Article 4.1.

4.8. In preparation for a Leadership Election, the Board shall appoint an 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.

4.8.2. At least one (1) voting LEC member shall reside in each of the five (5) regions designated in Article 7.2.9 of the Bylaws.

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 the Leadership Review and Selection Rules.

4.10. The LEC shall appoint a Returning Officer and may appoint one or more Deputy Returning Officers.

4.11. Members of the LEC, their delegates and representatives, and all other election officials shall sign neutrality and confidentiality documents 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 shall not support any Leadership Candidate or involve themselves in any Leadership Candidate's campaign in any way.

4.14. Leadership Candidates must:

4.14.1. be a Member of the Party 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 the 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; and

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 Article 7.2.9 of the Bylaws.

5. VOTING

5.1. A Member 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 vote for the leader, in-person at a polling station in their constituency or shall request an absentee mail-in ballot. The absentee mail-in ballot must be post-marked three days prior to election day.

5.3. Members may vote at any polling station.

5.4. The RO shall validate the credentials of voters. To prove their eligibility, Members must provide either one (1) piece of photo identification that provides their name and address or one (1) 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 shall not be allowed. The Board may provide supplementary rules and instructions for credentials.

5.5. Voting shall be by preferential ballot.

5.6. The voting process shall 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 fifty per cent (50%) of the total number of first preference votes cast, that Leadership Contestant shall be declared the winner and shall 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 fifty per cent (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 shall 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 shall be allocated to the remaining Leadership Contestants;

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

5.8.4. if no Leadership Contestant has received more than fifty per cent (50%) of the total number of votes cast, the process outlined in 5.8.1 and 5.8.2 shall be repeated, removing one (1) 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 (2) 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. 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.

CODE OF CONDUCT

The objective of this Code of Conduct is to uphold all the rules and general good conduct of United Conservative Party of Alberta ("Party") Members, while equally abiding by and respecting all applicable laws.

1. THIS CODE OF CONDUCT APPLIES TO:

1.1. members of the Party Board, and Members who serve on any committee of the Party Board;

1.2. members of the Boards of Constituency Associations ("**CAs**"), and Members who serve on any committee of the CA Boards;;

1.3. Candidates of the Party;

1.4. contestants in Party Candidate Nomination Contests;

1.5. contestants in Party Leadership Contests;

1.6. members of the Party Caucus;

1.7. employees and other staff of the Party; and

1.8. any other person who agrees or undertakes to be bound by the Code of Conduct.

2. PERSONS REFERRED TO IN ARTICLE 1 SHALL:

2.1. speak and act honestly, in good faith, with the best interests of the Party and the residents of Alberta foremost in mind;

2.2. in the performance of their Party duties, exercise the care, diligence, and skill that a reasonably prudent person would exercise in carrying out a public trust;

2.3. comply with all applicable laws, United Conservative Association ("UCA") Bylaws, and any other Party governance rules, processes, policies or procedures;

2.4. protect the confidentiality of internal Party information and Party membership information;

2.5. disclose any material conflict of interest and refrain from participating in any matter related to the conflict unless specifically permitted to participate;

2.6. not cause harm or disrepute to the Party or its Members; and

2.7. treat each Member of the Party, including all volunteers, with courtesy, respect, civility, and tolerance; and

2.8. not be reprimanded or disciplined by the Party, the UCA Board or CA Board for exercising their freedom of expression unless such expression constitutes an offence under the Criminal Code of Canada.

3. CONFIDENTIALITY

3.1. To protect Member and internal Party 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 Party, shall be required to sign a Non-Disclosure Agreement ("**NDA**") that would require adherence to defined standards, as stipulated in the NDA.

3.1.1. the NDA shall include a Consent to Receive Internal Communications Agreement authorizing Party communications to be sent to the Member for the purpose of providing education, training, or guidance related to the performance of their duties.

4. CONFLICT OF INTEREST

4.1. 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 according to his or her Party role.

4.2. Because Members of the Party Board, and Members who serve on any Committee of the Board, and Candidates must act in the best interests of the Party, they shall:

4.2.1. 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; and

4.2.2. voluntarily disclose any conflict of interest arising from an immediate family member, relative, partner, client or employer benefiting as a result of their decisions.

5. ENFORCEMENT

5.1. Any conduct that a Member of the Party reasonably believes is a breach of the Code of Conduct, and that has not been resolved at the Constituency Association ("**CA**") Board level, shall be reported in writing to the Executive Director, who shall determine:

5.1.1. whether the conduct complained of, if true, would constitute a breach of the Code of Conduct; and

5.1.2. whether there is sufficient evidence to warrant an investigation that the Code of Conduct has been breached.

5.2. The Executive Director shall 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 shall be dealt with by the Arbitration Committee, which shall deal with it under the General Dispute Resolution Process.

5.3. 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 shall deal with it under the General Dispute Resolution Process.

5.4. The Arbitration Committee shall determine if a breach of the Code of Conduct has occurred, and if so:

5.4.1. provide advice and direction to the person in breach;

5.4.2. reprimand the person in breach;

5.4.3. censure the person in breach;

5.4.4. suspend the membership of the person in breach for up to one (1) year; or

5.4.5. revoke the membership of the person in breach.

5.5. In addition to remedies listed in 5.4.1 through 5.4.5, the Arbitration Committee shall also consider the Claimant's request for remedies due to the breach..

5.6. A person whose membership has been suspended or revoked shall not:

5.6.1. serve in any position of the Party;

5.6.2. serve on any Party Board or Committee;

5.6.3. serve or run as a Party Nomination Contestant;

5.6.4. serve or run as a Party Candidate;

5.6.5. serve or run as a Party Leadership Candidate;

5.6.6. serve or run as a member of the Party Caucus;

5.6.7. serve on the Board of a CA or a CA Board committee; or

5.6.8. volunteer for the Party.

6. OTHER PROVISIONS

6.1. Words defined in the Bylaws shall have the same meaning as in the Code of Conduct.

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

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 "**UCA**"), 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 UCA, the Party, and duly recognized Constituency Association(s) ("**CA**" or "**CAs**").

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:

1.2.1. locally at the CA level including individual membership issues;

1.2.2. at the Association level;

1.2.3. between ten (10) Members, acting collectively, and a CA Board;

1.2.4. between two (2) CAs; and

1.2.5. between a CA and the UCA.

2. DEFINITIONS

The following words and terms shall be defined as follows except where the context requires 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. "**CA**" is as defined in the UCA Bylaws;

2.3. "**CA Board**" means the Board of Directors of a CA duly elected or appointed in accordance with the CA Rules;

2.4. "**CA Rules**" means the CA Rules governing CAs approved by the UCA, as amended from time to time;

2.5. "**Claimant**" means, in the context of a dispute, the party or parties initiating the Dispute including at least ten (10) Members acting collectively, a CA, CAs or the UCA;

2.6. "**Dispute**" means any disagreement arising out of or in connection with an interpretation of the UCA Bylaws or the Constitutional Documents or the operations of the UCA, the Party Board, a CA or CAs;

2.7. "**DRP** " means the Dispute Resolution Panel appointed to adjudicate Disputes;

2.8. "**Issue**" means the matter, question, problem, concern, conflict, or disagreement that is in Dispute between or amongst the parties;

2.9. "**Member**" means a member of the UCA and of the Party as defined in the Bylaws;

2.10. "**Party Board**" means the Board of Directors of the UCA, which is the Board of Directors of the Party;

2.11. "**President**" means the President of the Party Board or a CA Board according to context;

2.12. "**Respondent**" means, within the context of a Dispute, the party or parties responding to the Dispute; and

2.13. "**UCA Bylaws**" means the Bylaws approved by the Members from time to time.

3. COMMENCING THE RESOLUTION OF A DISPUTE

3.1. A Claimant shall give written notice of the Dispute ("**Notice of Dispute**") to the President of the Party, to the President of the CA, if the Dispute relates to or involves a CA Board, and to the Respondent.

4. DATE OF A DISPUTE

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

5. NOTICE OF DISPUTE

5.1. The Notice of Dispute shall include the following:

5.1.1. a demand that the Dispute be referred to the General Dispute Resolution Process;

5.1.2. the full names and complete contact details of the parties involved in the Dispute;

5.1.3. a reference to any documents which are material to the Dispute;

5.1.4. a description of the claim and a succinct statement of the facts supporting the Dispute;

5.1.5. the relief or remedy sought; and

5.1.6. the details of any attempts made by the parties to resolve the Dispute.

6. DISPUTE RESOLUTION PANEL

Upon receipt of such notice, the President shall communicate with all parties involved in the Dispute and request the Chair of the Arbitration Committee to appoint the 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. The members of a DRP shall not be from the region in which the Dispute originated nor from the region of the Parties. The members of the DRP shall select a Chair from their number.

7. ADJUDICATION AND DECISION

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

7.2. The DRP shall attempt to render a decision within six (6) months of receipt of the requested information.

8. ARBITRATION COMMITTEE

8.1. The Arbitration Committee shall determine all Disputes referred to the Arbitration Committee pursuant to Article 6. Decisions of a DRP are final and binding on all parties.

8.2. Further:

8.2.1. The Arbitration 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. The rules and procedures shall apply to all Disputes subject only to Article 8.24.

8.2.2. There shall be at least one (1) Member from each of the five (5) regions recognized by the UCA on the Arbitration Committee. The CAs of each region may confer and then submit a list of three (3) nominees from their region, with Curriculum Vitae attached for each nominee, to the President of the Party Board, prior to appointment of the Arbitration Committee or replacements made to the Arbitration Committee by the Board.

8.2.3. The Chair of the Arbitration Committee shall select from its members a DRP of three (3) members to arbitrate and decide a Dispute. and

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

CANDIDATE SELECTION RULES AND PROCEDURES

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

2. **GENERAL**

2.1. In these Rules:

2.1.1. "**Applicant**" means a person who has submitted an Application to become a Nomination Contestant;

2.1.2. "**Application**" means the cumulative documents, stipulated payments, and nomination petitions set out in Article 4 of the Candidate Selection Rules and Procedures;

2.1.3. "**Arbitration Committee**" means the committee described in the UCA's Standing Committee list;

2.1.4. "**Bylaws**" means the bylaws of the UCA;

2.1.5. "**CA**" means the association endorsed by the Party as the official Constituency Association of the Party in a given provincial electoral division;

2.1.6. "**CA Board**" means the Board of Directors of a CA;

2.1.7. "**CA President**" means the President of a CA;

2.1.8. "**Candidate**" means a person who is selected for endorsement as the official Candidate of the Party in an provincial electoral division pursuant to the Rules;

2.1.9. "**EFCDA**" means the *Election Finances and Contributions Disclosure Act, RSA 2000, c E-2* as amended from time to time;

2.1.10. "**Elector**" means a Member who is eligible to vote in a Nomination Contest;

2.1.11. "**Executive Director**" means the Executive Director of the Party;

2.1.12. "**LCNC**" means the Local Constituency Nomination Committee as set out in Article 3 of the Candidate Selection Rules and Procedures;

2.1.13. "**Nomination Contestant**" means a person who has met the requirements set out in Article 5.1 and 5.2 of the Candidate Selection Rules and Procedures;

2.1.14. "**Opening Notice**" means the notice sent to all Members in the constituency advising them of the start date of the Nomination Contest;

2.1.15. "**Party**" means the United Conservative Party of Alberta;

2.1.16. **Party Board**" means the Board of Directors of the UCA as set out in the Bylaws;

2.1.17. "**PCSC**" means the Party Candidate Selection Committee described in the UCA's Standing Committee List;

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

2.1.19. "**RO**" means a person appointed as the Returning Officer to oversee and manage the fair and free conduct of the Candidate elections at a particular polling place and shall include, if the context requires, Deputy Returning Officers;

2.1.20. "**Rules**" means the Candidate Selection Rules and Procedures; and

2.1.21. "**UCA**" means the United Conservative Association..

3. LOCAL CONSTITUENCY NOMINATION COMMITTEE

3.1. Each CA Board shall appoint an LCNC for the purpose of interviewing and assessing a Candidate to represent the Party in the next election.

3.2. The LCNC shall be comprised of:

3.2.1. three (3) CA Board members;

3.2.2. up to two (2) additional Members of the CA; and

3.2.3. the Executive Director or their designate.

3.3. The LCNC shall select one (1) of its members to be the Chair.

3.4. One half (1/2)or more of members of the LCNC shall constitute a quorum.

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

4. CRITERIA FOR COMMENCEMENT OF A NOMINATION CONTEST

4.1. CAs shall meet the following criteria prior to being authorized to have their Nomination Contest opened:

4.1.1. have at least one hundred and fifty (150) Members;

4.1.2. have at least three thousand dollars ($3,000) in their CA bank account; and

4.1.3. have provided the Executive Director or their designate a proposed budget for the Nomination Contest.

4.2. The LCNC shall indicate to the Executive Director or their designate to open their Nomination Contest.

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

5. APPLICATION

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

5.1.1. delivered a completed Application, including all stipulated payments and nomination petitions, to the Executive Director or their designate as required by the Rules;

5.1.2. been interviewed by the LCNC; and

5.1.3. been permitted to contest the nomination by the PCSC.

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

5.2.1. be eligible to be a Candidate under the Elections Act and the EFCDA;

5.2.2. be a Member for, at minimum, the six (6) consecutive months immediately prior to the date a Nomination Contest is opened; and

5.2.3. has resigned or taken a leave of absence from all CA Boards, Party Boards, and committees.

5.3. An Applicant may request a waiver to the membership requirements set out in Article 5.2.2 of the Rules from the PCSC by submitting their request in writing to the Executive Director or their designate. The Executive Director or their designate shall bring the request to the attention of the PCSC if, in the opinion of the Executive Director or their designate sufficient grounds for a waiver exist.

5.4. An Application shall consist of such forms, documents, and declarations as may be stipulated by the Executive Director or their designate in consultation with the PCSC. The Application shall include, at minimum, the following:

5.4.1. a completed and signed nomination contestant questionnaire;

5.4.2. a confidentiality agreement in which the Applicant agrees not to publicly disclose any information concerning the conduct of the application process and not to misuse or disclose any of the contact information that they may be provided by the Party;

5.4.3. a current credit check report and signed authorization to enable the Party to conduct its own searches;

5.4.4. a current criminal record check and authorization to enable the Party to conduct its own searches; and

5.4.5. information required to access all social media accounts of the Applicant.

5.5. An Applicant must provide as part of their Application, the following payments:

5.5.1. A one-thousand dollar ($1000) fee to the Party that is nonrefundable and is not a donation, of which five-hundred dollars ($500) shall be remitted to the CA in which the nomination is being contested; and

5.5.2. A one-thousand dollar ($1000) good conduct bond payable to the Party that shall be returned at the discretion of the PCSC at the end of the election or by-election to which it applies. Payment may be made in the form of a certified cheque, bank draft or money order payable to the Party or by e-transfer to **finance@unitedconservative.ca**.

5.6. An Applicant must deliver a nomination petition in the required form signed by the lesser of fifty (50) or one-fifth (1/5) of the total number of Members residing in the constituency for which they are seeking the nomination.

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

6. APPLICATION PROCESS

6.1. Applications must be delivered to the Party office no later than 5:00 PM Mountain Time fourteen (14) days after the Opening Notice is sent. It is the responsibility of the Applicant to ensure that a complete Application is received prior to this deadline.

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

United Conservative Party of Alberta

203 – 2915 21 Street NE

Calgary, AB T2E 7T1

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

6.4. If one-half (1/2) or more of the LCNC believes that there may be cause to reject an Applicant, they shall inform the Executive Director or their designate who shall immediately inform the PCSC. The PCSC shall endeavour to render a decision to approve or reject an Applicant as soon as is practicable.

6.5. The LCNC has no authority to reject an Applicant but shall report to the PCSC any grounds upon which it believes an Applicant should be rejected. The PCSC has the discretion to reject an Applicant, disqualify a Nomination Contestant, or disallow a Candidate. However, the PCSC shall abide by the following conditions prior to making this decision:

6.5.1. Be held accountable to prove with evidence that the Member in question should be disqualified based on a breach of either the Code of Conduct or the Candidate Selection Rules. In the case of Code of Conduct, the offending conduct must be proven to be representative of the overall character of the Member in question and is not being taken out of context by opposition parties or anyone else publicly accusing the Member in question of something.

6.5.2. If there is any uncertainty on the evidence, approach the Member in question for their perspective on any accusations before a decision is taken. This may include arguments and evidence as to why they are not guilty of a breach as per Article 6.5.1 or any arguments as to why the Member, as a Candidate, can win over conservative voters and the general public.

6.5.3. Ensure they are not disqualifying the Member in question based on personal bias towards a certain issue; rather, any disciplinary action must be evidence-based and directly related to a breach as per Article 6.5.1.

6.5.4. In the case of an Applicant or Nomination Contestant, and once the PCSC has given permission for an Applicant to contest the nomination, not reverse this decision unless either a Code of Conduct or Candidate Selection Rules breach occurs after the permission to contest the nomination is given.

6.5.5. Conduct a vote on whether to reject an Applicant, disqualify a Nomination Contestant, or disallow a Candidate and achieve a two-thirds (2/3) threshold to move forward with this disciplinary action against the Member in question

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

7. NOMINATION CONTEST SCHEDULE

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

7.1.1. the deadline for acceptance of Applications fourteen (14) days after the Opening Notice as described in Article 5.1 of the Rules; and

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

7.2. The PCSC has discretion to vary this schedule if deemed necessary.

8. NOMINATION CONTEST ELECTION

8.1. If following the deadline for acceptance of Applications there is only one (1)Nomination Contestant, the LCNC shall endorse that person as its official Candidate.

8.2. Otherwise, the LCNC shall conduct a fair and impartial Nomination Contest election at a single polling station, or alternatively, at multiple polling stations on specified dates, times and places.

8.3. A Member must have been a Member for at least twenty-one (21) days prior to the commencement of voting in a Nomination Contest election in order to be an Elector. If voting is taking place on multiple dates, an Elector must be a Member twenty-one (21) days prior to the first day of voting.

8.4. Electors may vote by secret ballot, in-person, at a polling station or by whatever other secure means are allowed and specified by the PCSC. In-person voting shall allow a minimum of four (4) consecutive hours for Electors to vote.

8.5. The PCSC or their designate shall appoint an impartial RO to conduct the Nomination Contest election.

8.6. The RO or their designate shall validate the credentials of Electors. To prove their eligibility, Electors must provide either one (1) piece of photo identification with their name and address or one (1) piece of photo identification with their name and photo and a separate document that provides their name and address. Photo identification must be issued by the Government of Alberta or the Government of Canada. The RO or their designate may waive this requirement on an individual basis where the Elector is otherwise known, or other exceptional circumstances apply. Statutory declarations in lieu of proper credentials shall not be allowed. The PCSC may provide supplementary rules and instructions to credential Electors.

8.7. Voting shall be on the basis of one (1) Elector, one (1) vote, by an unweighted preferential ballot.

8.8. If, following the tabulation of votes, a Nomination Contestant has received more than fifty per cent (50%) of the total number of first-preference votes cast, the LCNC shall endorse that Nomination Contestant as their official Candidate. Spoiled ballots are not valid ballots for the purposes of determining votes cast.

8.9. If, following the tabulation of votes, no Nomination Contestant has received more than fifty per cent (50%) of the total number of first-preference votes cast, then:

8.9.1. the Nomination Contestant receiving the fewest number of first-preference votes shall be eliminated, and his or her second-preference votes shall be allocated to the remaining Nomination Contestants;

8.9.2. the votes shall then be re-tabulated and if a Nomination Contestant has received more than fifty per cent (50%) of the total number of votes cast, the LCNC shall endorse that Nomination Contestant as their official Candidate;

8.9.3. if no Nomination Contestant has received more than fifty per cent (50%) of the total number of votes cast, the process as outlined in 8.9.1 and 8.9.2 shall be repeated, eliminating one (1) Nomination Contestant at a time, until a Nomination Contestant receives more than fifty per cent (50%) of the total number of votes cast;

8.9.4. if a tie-breaker is needed to determine which Nomination Contestant is eliminated, there shall be a coin toss; and

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

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

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

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

8.13. Ballots shall be allowed to be marked in secret.

8.14. Proxy voting shall not be permitted..

9. ABRIDGEMENT OF THE RULES

9.1. The Party Board may modify the Rules where such modification is necessary and supported by a two-thirds majority vote of Party Board Directors present at a duly convened meeting of the Party Board.

9.2. If deemed to be in the best interest of the Party, and in consultation with the PCSC and the LCNC, the Leader may recommend the appointment of up to two (2) Candidates in two (2) constituencies in total in between any two consecutive general provincial elections. These appointments can be used for either a provincial election or a by-election. This power shall only be granted if a CA has a Candidate vacancy and the appointed Candidate must be approved by a majority vote of the Party Board.

9.3. From the date of the writ drop in a provincial general election or by-election until the conclusion of that provincial general election or by-election, the Party Board authorizes:

9.3.1. the Leader to appoint a Candidate to fill a vacancy in up to two (2) constituencies as per Article 9.2; and

9.3.2. the Executive Director or their designate to alter, abridge or suspend any Article or Articles of the Rules following consultation with the President of the Party.

9.4. Any decision resulting from 9.3.1 or 9.3.2 shall be final and binding and not subject to appeal, challenge, or review on any grounds whatsoever. Any appointment, alteration, abridgement, or suspension made under this Article shall be circulated to the Board immediately.

10. NOTICES

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

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

11. DISPUTE RESOLUTION AND APPEAL PROCESS

11.1. The Party Board shall have exclusive jurisdiction to inquire into, hear and determine all matters and questions of fact and law arising from an appeal of the conduct or the results of a Nomination Contest Election or a decision to reject an Applicant, disqualify a Nomination Contestant, or remove a Candidate. Any appeal must be submitted to the Executive Director in writing within forty-eight (48) hours of the decision being communicated to the person. The Executive Director shall bring the appeal to the attention of the Party Board forthwith. The decision of the Party Board on an appeal is final and binding on the parties and is not subject to further appeal or review in any Court on any grounds whatsoever.

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