

1. UCP Nominations begin at the discretion of the Executive Director or their designate in consultation with the appropriate Regional Directors.
2. To begin a Nomination Contest, the Party will notify Active UCP Members in a constituency via email and will post a notice on the Party website. **No other formal notice will be provided.**
3. Anyone interested in seeking the UCP Nomination must submit a complete Application before the Application deadline in order to be considered. Details on what is included in a “complete Application” can be found in Part II of this document.
4. Once begun, interested Applicants have fourteen (14) days to submit a complete Application to the Party office in Calgary. Details on submission can be found in Part III of this document.
5. If more than one person submits a complete Application, the LCNC will schedule a voting date or date(s) in consultation with the Party. The date must be scheduled twenty-one (21) to thirty-five (35) days after the Application deadline.
  - a. In the case of large, rural constituencies, the LCNC may schedule more than one voting location over the course of multiple days. There is no simultaneous voting, and LCNCs will need to account for travel time between locations.
6. A person must be an Active Member of the UCP on the day of the Nomination election, and must have been active for at least twenty-one (21) days prior to the commencement of voting in the Nomination election to be eligible to vote. This means that the membership deadline for a Nomination Contest is not determined until the LCNC has selected a voting date.
7. After the Application deadline, the LCNC will interview every person who submits a complete Application.
8. If an Application is complete, the LCNC does not report any grounds on which the Application should be rejected, and the Application is accepted by the PCSC, the Party will issue Nomination Contestants a certificate indicating that their Application is complete and valid and their name will appear on the ballot. However, the certificate does not in any way prevent the PCSC from disqualifying a Nomination Contestant or disallowing a Candidate if there are subsequent grounds or new information that comes to the PCSC’s attention.

## Membership lists

1. As soon as possible after the close of membership sales, the Party will provide each Nomination Contestant with a list of Electors – those eligible to vote in the Nomination Contest. Contestants will then have 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. **No other UCP Membership Lists will be provided by the Party.**

Applicants and Contestants are responsible for their own data collection and management. The Party does not provide Party resources, access to the CIMS Database, or any other support to Applicants and Contestants during the Nomination process.

**Anyone who uses an unauthorized UCP Membership List, such as a Membership List provided by the constituency association, a candidate for the Board of Directors, or an old UCP Membership List from a previous Nomination Contest or Leadership Election is in violation of the confidentiality provisions of the Rules and may be subject to a penalty.**

## Election

1. The LCNC sets the voting date(s), location, and voting hours in consultation with the Party. Once set, the Party will provide notice of the Nomination election via email to Active Members in the constituency and will post a notice on the Party website. At the LCNC's request, the Party can issue a recorded call or regular mail to Members. **No other notice of the Nomination election is provided by the Party.**
2. The Returning Officer or their designate shall validate the credentials of Electors. To prove their eligibility, voters must provide photo identification and identification that proves that they ordinarily reside in the constituency in which the Nomination Contest is taking place.

This can be accomplished by providing either one (1) piece of photo identification with their name and address, such as a driver's license with their current residential address, or one (1) piece of photo identification with their name and photo and a separate document that provides their name and current address, such as a utility bill or bank statement.

- a. Photo identification must be issued by the Government of Alberta or Canada. The Returning Officer or their designate may waive this requirement on an individual basis where exceptional circumstances apply. **Statutory declarations are not allowed.**
3. Voting takes place using a preferential ballot. If, after counting votes, no Nomination Contestant has received more than fifty percent (50%) of the total number of first-preference votes cast, then the Contestant with the fewest number of first-preference votes shall be eliminated and their second-preference votes are allocated to the remaining contestants. If, after counting reallocated ballots, no Contestant has greater than fifty percent (50%) of the valid votes cast, the process is repeated, eliminating one Contestant at a time until someone receives more than fifty percent (50%) of the total number of valid votes cast.
4. Contestants are permitted to have Scrutineers present during voting hours and during the count.
5. The Party will issue supplementary guidelines and rules regarding the election, Scrutineers, voting, credentialing, and process closer to the election date.

## Results

1. All ballots will be counted at one time and in one location.
2. For single-day voting, at the end of voting the Returning Officer will clear the polling station of anyone who is not a registered scrutineer or UCP volunteer there for the purpose of assisting the count. Ballots will be counted in accordance with the Rules and a result will be declared that day.
3. For multi-day voting, at the end of voting at the first location(s), the Returning Officer will seal the ballot box and initial across the seal. Scrutineers present will be asked to sign across the seal. The Returning Officer will then assume custody of the ballot box(es) and ballots for transportation and storage to the remaining polling locations. The ballots will then be counted on-site after the close of voting on the last day and a result declared.
4. The Returning Officer or their designate will contact each Contestant and give them the results over the phone. The Party will also send an email of the results to Active Members in the constituency in the days following the election, and post the results on the Party website.