



2016
CONSTITUTION

AMENDED
NOVEMBER 5, 2016

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Schedule A

**CONSTITUTION
OF THE
PROGRESSIVE CONSERVATIVE ASSOCIATION
OF ALBERTA**

1. GOVERNANCE OBJECTS

- 1.1 The governance of the Progressive Conservative Association of Alberta (PCAA) shall recognize, promote and adhere to the following objects:
- 1.1.1 To have authority within the PCAA reside with its members and have a voice on major issues between Annual General Meetings;
 - 1.1.2 To have the PCAA provide full democratic representation of its interests and views;
 - 1.1.3 To ensure the PCAA Leader, Caucus, Candidates, Board of Directors, and Officers and are fully accountable to the Association's members and are committed to ongoing communication with PCAA members and Constituency Associations;
 - 1.1.4 To develop and promote policies that reflects the Principles of the PCAA. The PCAA will maintain an ongoing respectful and participatory policy-platform development process, culminating in the adoption of policy resolutions at PCAA conventions;
 - 1.1.5 To take into account adopted and declared policies in the development of an election campaign platform;
 - 1.1.6 To be committed to open and accountable fundraising and financing that is coordinated with other PCAA activities and Constituency Association fundraising efforts; and
 - 1.1.7 To promote and assist in nominating and supporting the official Progressive Conservative candidates in any Provincial General Election while acknowledging and respecting the autonomy of Constituency Associations.

2. STATEMENT OF PRINCIPLES

We, the members of the Progressive Conservative Association of Alberta, believe in the right and autonomy of every Albertan to define and pursue their own success based on the following guiding principles, which should be taken together as a whole:

- 2.1 We are **fiscally conservative**. We believe in:
- 2.1.1 A private sector that drives economic growth and job creation;

- 2.1.2 A government that creates a fair and competitive environment that provides opportunities for Albertans to succeed;
 - 2.1.3 Responsible financial management, efficient government, low taxes and respect for taxpayers' dollars.
- 2.2 We are **socially progressive**. We believe in:
- 2.2.1 Respecting and protecting human rights for all Albertans;
 - 2.2.2 Social policies that support Albertans to become self-reliant and help those who need assistance to lead dignified and meaningful lives;
 - 2.2.3 A responsive, innovative education system to build a stronger society and economy;
 - 2.2.4 An accessible, high quality, and sustainable healthcare system that promotes physical and mental wellness for all Albertans;
 - 2.2.5 Stewardship of the environment for future generations.
- 2.3 We are committed to **good governance**. We believe in:
- 2.3.1 Respectful, responsible, and responsive governance that is accountable to our members and to all Albertans.
- 2.4 All platforms, policies and processes of the Progressive Conservative Association of Alberta shall be consistent with this Statement of Principles.

3. **DEFINITIONS**

- 3.1 The following terms shall have the following meanings herein:
- 3.1.1 "PCAA" means the Progressive Conservative Association of Alberta (also known as "PCAA" and "PC Alberta"). The Association is a registered political party under the Alberta *Election Act*.
 - 3.1.2 "Board of Directors" means the chief governing and operational body of the PCAA. The primary role of the Board of Directors is to support the members of the Association in their efforts to achieve the objects of the Constitution.
 - 3.1.3 "Caucus" means the Progressive Conservative Members of the Legislative Assembly Alberta.
 - 3.1.4 "Chair" means the person who chairs a meeting or committee.
 - 3.1.5 "Constituency Association" means a provincial Progressive Conservative Constituency Association that is registered with the Chief Electoral Officer, and operates within an electoral district.
 - 3.1.6 "Constitution" means this document that contains the fundamental governing principles and rules for the activities of the Association.

- 3.1.7 "Delegate" means a member entitled to vote at meetings of the PCAA.
- 3.1.8 "Leader" means the person chosen by the members of the PCAA to be responsible for the overall direction of the PCAA.
- 3.1.9 "Legislature" means the Legislative Assembly of Alberta.
- 3.1.10 The "PC Alberta Fund" means the standing committee of the PCAA that acts as its fundraising and treasury arm.
- 3.1.11 "President" means the President of the PCAA.
- 3.1.12 "Regional Directors" means the members elected by members to liaise between the Vice Presidents, the Board of Directors and the Constituency Association Presidents within their Region.
- 3.1.13 "Regional Vice President" means each of the five (5) PCAA members – one from Calgary, one from Edmonton, one from Southern Alberta, one from Northern Alberta, and one from Central Alberta – elected by members to liaise with the Board of Directors, Regional Directors and Constituency Association Presidents within their geographic regions.
- 3.1.14 "Special Resolution" (i) a resolution passed (A) at a special meeting which not less than 60 days' notice specifying the intention to propose the resolution has been duly given, and (B) by the vote of not less than 51% of those members who, if entitled to do so, vote in person or where proxies are permitted, by proxy, or
(ii) a resolution passed by majority vote of the membership in a referendum
- 3.1.15 "Vice President Communication" means the member elected to develop the PCAA's communications strategy and plan, to advance the PCAA's brand identity and awareness of the PCAA's progress and priorities, and to increase the visibility of its policies and programs across key stakeholder audiences.
- 3.1.16 "Vice President Organization" means the member who is appointed to work jointly with the Leader, the Constituency Associations, the Board of Directors and the PC Alberta Fund.
- 3.1.17 "Vice President Outreach" means the member elected to oversee PCAA outreach programs.
- 3.1.18 "Vice President Policy and Resolutions" means the member who is elected to develop and maintain the PCAA's Policies and Principles.
- 3.1.19 "Youth" means any member of the Association as defined according to the Constitution of the Progressive Conservative Youth of Alberta (also known as "PCYA").

4. MEMBERSHIP

- 4.1 The membership of the PCAA shall consist of all members in good standing of Provincial Progressive Conservative Constituency Associations situated within the Province of Alberta and members in good standing of the Progressive Conservative Youth of Alberta, all of whom must hold an official membership card in the Progressive Conservative Association of Alberta.
- 4.2 A member in good standing is a member who is:
- 4.2.1 Current on PCAA membership dues and payments;
 - 4.2.2 Not in violation of the PCAA's governing rules.
 - 4.2.3 A Canadian citizen or permanent resident of Canada as defined by Canadian law;
 - 4.2.4 Of the full age of fourteen (14)
 - 4.2.5 Residence in Alberta for at least six (6) months of the previous twelve (12) months prior to the voting date; and
 - 4.2.6 A member of the PCAA for at least seven (7) days.
- 4.3 Members are encouraged to attend PCAA and Constituency Association meetings, engage in PCAA discussions and activities, and exercise their responsibility to vote in PCAA and provincial elections.
- 4.4 Members, to have a voice between Annual General Meetings, will require a majority of the constituency associations within their regions, and a majority of the five regions to express such voice on major issues to the PCAA Board of Directors.

5. DELEGATES

- 5.1 Voting Delegates at PCAA General Meetings, and Annual General Meetings, Policy Conferences and Leadership Elections shall be members in good standing who have held a membership for not less than fourteen (14) days prior to the meeting, duly registered and consist of:
- 5.1.1 The PCAA Board of Directors;
 - 5.1.2 The Regional Directors;
 - 5.1.3 The Constituency Association Presidents
 - 5.1.4 Fifteen (15) Delegates from each PCAA Constituency Association;
- 5.1.4.1 The said Delegates must include a minimum of three (3) youth Delegates from each Constituency Association. The age for youth Delegates shall be defined according to the Constitution of the Progressive Conservative

Youth of Alberta.

- 5.1.4.2 Delegates shall be chosen by Constituency Associations members at a duly announced and convened Delegate Selection Meeting (DSM) as outlined in Policy and Procedures. The Constituency Association President will submit the names of the Delegates, as chosen at the DSM, to the PCAA Secretary a minimum of 30 days prior to the Leadership election meeting. Only the Constituency President may appoint alternate delegates to fill open delegate positions up to the time the first ballot polls open. Each Delegate shall be a resident of the Constituency, or a member of the Board of the Constituency.
- 5.1.4.3 If the PCAA Secretary has not received the names of duly registered Delegates from the Constituency Association seven (7) days before any Annual, General or Special meeting of this Association, then only the President (or designate) of the Constituency Association will have the ability to approve the first fifteen (15) members, who are residents of the Constituency and have registered to attend, as Delegates. It will be the responsibility of the persons wishing to be a delegate to locate the President (or designate) to have their delegate status confirmed with the Secretary.
- 5.1.5 Twenty (20) youth Delegates appointed by the PCYA, and two (2) youth Delegates who are full-time students from every Alberta provincial government accredited post-secondary education institution on which a PCAA Campus Association exists, to a maximum of twenty (20) such associations, unless otherwise approved by the PCAA Board of Directors.
 - 5.1.5.1 In the event of a dispute, the PCAA Board of Directors shall determine what a recognized association is for this purpose and the decision shall be final.
- 5.1.6 Progressive Conservative Members of the Legislative Assembly of Alberta;
- 5.1.7 PCAA candidates nominated to run in an upcoming Provincial General Election;
- 5.1.8 Former Progressive Conservative Members of the Legislative Assembly of Alberta;
- 5.1.9 Past Presidents of the PCAA;
- 5.1.10 Up to a maximum of five (5) members of the PC Alberta Fund Standing committee, as determined by the Board of Directors
- 5.1.11 PCAA Senators and Senators-in-Waiting elected to represent Albertans;

Only duly registered Delegates shall be entitled to vote at meetings of the PCAA, and each Delegate shall vote once, irrespective of the number of offices held.

6. ANNUAL GENERAL MEETINGS

- 6.1 Annual General Meetings shall be held not more than eighteen (18) months apart. Additional General Meetings shall be held whenever deemed advisable by the Board of Directors. In the event that a Provincial or Federal Election shall make the holding of an Annual General Meeting inconvenient, the Board of Directors may extend the time between meetings up to a maximum of twenty-four (24) months. Failure to do so will not invalidate a meeting otherwise properly constituted.

7. BOARD OF DIRECTORS

- 7.1 There shall be a Board of Directors with the power to conduct PCAA business between meetings of the PCAA and to appoint such honorary directors of the PCAA, as the Board of Directors considers advisable. The Board of Directors shall consist of:
- 7.1.1 President;
 - 7.1.2 Leader of the PCAA;
 - 7.1.3 Immediate Past President;
 - 7.1.4 Five (5) Vice Presidents; one from Calgary, one from Edmonton, one from Southern Alberta outside of Calgary, one from Northern Alberta outside of Edmonton, and one from Central Alberta;
 - 7.1.5 Four other Vice Presidents, each of whom shall be Chair of one of the following standing committees: Policy and Resolutions, Organization, Communication, and Outreach;
 - 7.1.6 Budget Director;
 - 7.1.7 Treasurer (Chair, PC Alberta Fund);
 - 7.1.8 Secretary;
 - 7.1.9 Six (6) members of the PCYA designated by the PCYA Executive;
 - 7.1.10 PCAA Regional Directors;
 - 7.1.11 A Chair of each of the North and South Finance Committees of the PC Alberta Fund; and
 - 7.1.12 Up to three (3) members of the Caucus, as chosen by the Caucus, to serve as a two-way conduit, such members to represent regional diversity, and one of whom shall be the Caucus Whip.
- 7.2 The three most recent PCAA Past Presidents of the Association shall be invited as *ex*

- officio* members; only the Immediate Past President shall be entitled to vote.
- 7.3 Directors shall serve two (2) year terms, with the exception of the Leader who shall be a Director by virtue of office.
- 7.4 The President, Calgary Vice President, Edmonton Vice President, Central Vice President, Southern Vice President and Northern Vice President will be elected by members at one AGM.
- 7.5 Vice President Policy and Resolutions, Vice President Communications, Vice President Outreach, Treasurer and Secretary will be elected by members at the next AGM.
- 7.6 The Board of Directors shall fill vacancies between Annual Meetings by appointment.
- 7.7 In the event of more than one person being nominated for an office, voting for that office shall be by secret ballot.
- 7.8 The following directors shall be appointed by the Board of Directors, in consultation with the Leader:
- 7.8.1 The Vice President Organization; and
- 7.8.2 The Budget Director, who shall be a non-voting *ex officio* director.
- 7.9 The function of the Board of Directors shall be to carry on the day-to-day business of the PCAA.
- 7.10 The voting members of the Board of Directors shall serve as the PCAA's Officers.
- 7.11 A quorum of a meeting of the Board of Directors shall be eight (8).
- 7.12 Amendments to this Constitution shall come into effect at the close of the Annual General Meeting of the PCAA at which time they are adopted, unless otherwise stipulated in the amendment.
- 7.13 The Board of Directors shall have power to conduct and direct the affairs and functions of the Association between Annual General Meetings and may do so directly or through delegation or both. Such powers shall (without limitation) include the power to provide for, establish, maintain, and determine directors for, a non-profit corporation or society and delegation to it of such powers and functions as are required by law to be, or ought to be, performed by or through such a corporate body.
- 7.14 The Board of Directors shall meet at the call of the President. Notice of such meeting shall be given by written notice mailed or electronically transmitted at least seven (7) days

before the date set for the meeting. In the event of the neglect or refusal of the President to call a meeting of the Board of Directors, then such meeting may be called by any of Calgary, Edmonton, Southern, Central, or Northern Vice Presidents.

- 7.15 In the event of the neglect or refusal of the President and any of the Vice Presidents to call a meeting of the Board of Directors, then such a meeting may be called by three or more members of the Board of Directors. Notice of such meeting shall be given by registered letter at least fourteen (14) days before the date set for the meeting. A quorum at a specially called Board meeting shall be eight (8) Board of Directors members. The President or, in the President's absence, any of the elected Vice Presidents, shall be the Chair of the Board of Directors.
- 7.16 The Chair of any Board, General or Annual General Meeting shall not have a vote except to break a tie.
- 7.17 The Executive Director may attend any Board of Directors Meeting as a non-voting member.

8. DUTIES OF DIRECTORS

- 8.1 The President shall preside over all Board, General and Annual General Meetings, and shall have general responsibility as the Executive Head of the PCAA. In addition, the President:
 - 8.1.1 Will establish the agendas and preside at all meetings of the PCAA, including the Annual General Meeting, General Meetings and Board of Directors Meetings;
 - 8.1.2 Will decide all questions of order, announce the results of all votes and give the casting vote in the case of a tie at all meetings of the PCAA;
 - 8.1.3 Must be a member of the Annual General Meeting Committee, the Policy Steering Committee and the Provincial Election Campaign Committee;
 - 8.1.4 Along with the Board of Directors, will approve the appointment of any standing committee or ad hoc committee; and
 - 8.1.5 Will work to achieve the objectives of the PCAA.
 - 8.1.6 Will ensure an annual performance review of the Executive Director of the PCAA be carried out with input from the Constituency Association Presidents and the results of said review be shared with the Board of Directors of the PCAA.
- 8.2 The Leader is the Chief Public and Political Official of the PCAA. Nothing in the Constitution purports to bind the Leader in the capacity of Parliamentary Leader of the Caucus. In addition, the Leader:
 - 8.2.1 Shall promote and be guided by PCAA Principles and Policies and

Governance Objects;

- 8.2.2 Has a duty to uphold and enforce the provisions of this Constitution; and
 - 8.2.3 Shall provide a report to, and carry out an accountability session with the Delegates at every PCAA Annual General Meeting.
- 8.3 Any of the Calgary, Edmonton, Southern, Central or Northern Vice Presidents shall act for the President in all cases of absence, inability or unwillingness to act. The five (5) regional Vice Presidents, shall, together with the President and the Vice President Organization, be responsible for establishing active Constituency Associations in every Provincial Constituency. The Regional Vice Presidents shall also liaise and coordinate with their respective Regional Directors.
- 8.4 The Secretary shall be responsible for: recording and circulating the minutes of all Board, Annual General and General Meetings, sending notices as required and maintaining an up-to-date contact of all members and volunteer workers. In addition, the Secretary shall:
- 8.4.1 Keep copies of the Constitution, bylaws, minutes and all official documents;
 - 8.4.2 Keep lists of board members, officials, and general membership current;
 - 8.4.3 Ensure a quorum is established at every meeting of the Board, prior to the call to order;
 - 8.4.4 Keep a record of Board attendance and accurate records;
 - 8.4.5 Record all motions, decisions, and corrections to the minutes;
 - 8.4.6 Distribute copies of the minutes to the Board of Directors promptly after meetings;
 - 8.4.7 Conduct and maintain Board correspondence;
 - 8.4.8 Sign the minutes and official documents to confirm accuracy;
 - 8.4.9 Notify members of AGMs and other meetings as required in the Constitution;
 - 8.4.10 Orient the new Secretary and turn over Association official records; and
 - 8.4.11 May assign portions of these duties to an assistant.
- 8.5 The Vice President Policy and Resolutions shall be responsible for:
- 8.5.1 Organizing the receipt and review of resolutions in preparation for discussion and

- voting at the Annual General Meeting of the PCAA;
- 8.5.2 Organizing Policy Conferences, research and library facilities;
- 8.5.3 Forming a Steering Committee, consisting of the Policy Vice Presidents of at least ten per cent (10%) of the PCAA Constituency Associations, for the purpose of establishing the agenda for the Annual Policy Conference. The Policy Steering Committee shall be responsible for:
- 8.5.3.1 Facilitating the promotion and maintenance of an ongoing policy development process for the PCAA, ensuring that the policy process shall, at all time, be accountable to the PCAA members.
- 8.5.3.2 Facilitating, nurturing and supporting Policy discussions within the Association that will serve as a resource to the PCAA, the Leader and the Provincial Caucus.
- 8.5.3.3 Serving as a means of ongoing communication among Association members, Constituency Associations, the Board of Directors, the Leader and the Caucus on Policy issues and matters through use of modern communication and consultation methods, programs or technologies.
- 8.5.3.4 Encouraging the Party leader and Provincial Caucus to give due consideration to approved Association Policy when developing the PCAA election platform and in the ongoing discussion, communication and management of Policy issues.
- 8.5.4 The membership of the Policy Steering Committee shall include at least two (2) representatives each from: Caucus, the Board of Directors or Campaign Committee, Constituency Association Presidents and Constituency Association VPs Policy; two PCYA;
- 8.5.5 The Policy Steering Committee may create various ad hoc or subcommittees to focus on specific issue areas (example: Party principles, rural issues, infrastructure, education, health, etc.).
- 8.5.6 Each ad hoc or subcommittee so created shall report to the VP Policy and Resolutions and operate under specific terms of reference. These committees shall also report to the Policy Steering Committee, consistent with their terms of reference.
- 8.5.7 If so directed, such ad hoc or subcommittees may hold meetings (in person and/or using other means including Intranet, email, etc.) across the province to discuss and seek input from Association members.
- 8.5.8 The Policy Steering Committee may also appoint "issue experts" on an as-needed basis to the ad hoc or subcommittees.
- 8.5.9 The VP Policy and Resolutions shall continue to report to and present monthly reports to the Board of Directors on policy actions, committee activities, agenda and initiatives.

- 8.5.10 The Policy Steering Committee shall also present reports to the membership at least twice per year and to each Annual General Meeting and/or Policy Conference.
 - 8.5.11 More frequent communication and reporting to constituencies via Constituency VPs Policy or the Constituency VPs Policy' intranet may occur as determined necessary.
 - 8.5.12 Ad-hoc reports may also be presented by the VP Policy and Resolutions or the Policy Steering Committee as necessary
 - 8.5.13 The Policy Steering Committee will have input into the Association's Website disclosure policy and its communications policy, and will coordinate overlapping matters with the Vice President Policy and Resolutions relating to resolutions at the Annual General Meeting and the Annual Policy Conference.
 - 8.5.14 The Chair of the Policy Steering Committee will be the Association's VP Policy and Resolutions. The Chair shall be responsible for ensuring the Policy Steering Committee and any ad hoc committees or subcommittees carry out their responsibilities on an ongoing basis.
- 86 The Vice President Communications shall be responsible for:
- 8.6.1 Internal communications within the Party through the utilization of a newsletter or such other communications as may be deemed advisable to ensure the members of the PCAA are adequately informed as to the various activities of the PCAA and its affiliate organizations;
 - 8.6.2 Communications through the various news media and to the voters of Alberta to publicize and promote the activities of the PCAA and PCYA; and
 - 8.6.3 Coordinating the activities of any PCAA public relations and advertising programs.
- 87 The Vice President Outreach shall be responsible for PCAA outreach programs.
- 88 The Executive Director:
- 8.8.1 Shall be appointed by the PCAA Board of Directors in consultation with the Leader;
 - 8.8.2 May also serve as Vice President Organization;
 - 8.8.3 Shall be the PCAA's chief operating officer;
 - 8.8.4 Shall carry out the directions of the PCAA Board of Directors and work to achieve the objectives of the organizations; and
 - 8.8.5 Shall have general responsibility for maintenance, supervision and operation of offices, staff and facilities to conduct the PCAA's affairs and functions.
- 89 Members of the PCAA Board of Directors, respective committee members, PCAA

Constituency Presidents, MLAs, Party Leader, and MLA nominees/candidates shall comply with all applicable laws and government regulations, and in accordance to the PCAA Principles, Constitution and Policies as laid out in the PCAA Code of Conduct and Ethics (Refer to the PCAA Policy and Procedure Manual).

9. PCAA CENTRAL ELECTION FINANCIAL CONTROL

9.1 Financing of the Central Election Campaigns will be under the control of the PCAA Board of Directors:

9.1.1 The Chief Financial Officer will be responsible for controlling the payment of PCAA funds approved by the PCAA Board of Directors, not the Central Elections Campaign team;

9.1.2 Selection of election campaign material will be determined with prior input from the PCAA Constituency Associations.

10. PUBLIC POLICY PROCESS

10.1 PCAA will have in place a comprehensive and ongoing process to develop its own public policy positions;

10.2 PC Constituency Associations and other components of the PCAA may submit policy resolutions on an annual basis according to the latest guidelines of the Board of Directors;

10.3 These policy resolutions will form part of the program at the annual PCAA Policy Conference and be debated by the delegates; and

10.4 Approved policy provisions would then form part of the PCAA's official policy.

10.5 A consolidated version of the policies passed and amended by delegates at an Annual General Meeting will form the basis of a declaration of the policy beliefs of the Progressive Conservative Association of Alberta.

10.6 The PC Policy Declarations will be founded on and be guided by the Statement of Principles set out in the Constitution of the Progressive Conservative Association of Alberta.

10.7 A revised copy of the policy declarations will be updated and published after the competition of each Annual General Meeting.

11. PC ALBERTA FUND

11.1 The PC Alberta Fund is a standing committee of the PCAA and reports to the Board of Directors. It acts as the fundraising and treasury arm of the PCAA. The PC Alberta Fund shall be responsible for the oversight and prudent management of the PCAA finances in accordance with best practices and shall manage the PCAA assets in accordance with the

Election Finances and Contributions Disclosure Act.

- 11.2 The PC Alberta Fund shall report quarterly on its activities and the finances of the PCAA to the PCAA Board of Directors through the Treasurer. Working with the Budget Director and the Executive Director, it shall also prepare an annual fundraising and treasury plan that is submitted to the Board of Directors for approval as part of a four-year rolling funding strategy.
- 11.3 The PCAA Treasurer shall be the Chair of the PC Alberta Fund.
- 11.4 The Budget Director of the PCAA shall be the Vice Chair of the PC Alberta Fund.
- 11.5 Drawing from the diversity and expertise of the PCAA's membership, the PCAA Board of Directors, in consultation with the Leader, shall appoint five (5) Directors to the PC Alberta Fund, two (2) of whom shall be designated as Northern and Southern Alberta chairs.
- 11.6 Deputy Directors may also be appointed to assist PC Alberta Fund Director for renewable one (1) year terms, upon recommendation by the PC Alberta Fund and approval by the PCAA Board of Directors.
- 11.7 No employee of the PCAA shall be a Director of the PC Alberta Fund.

12. REPORTING

- 12.1 The PCAA Executive Director, in consultation with the Board of Directors shall produce an Annual Report that includes:
- 12.1.1 A general summary of the PCAA's transactions and affairs during that year, including all trust or foundation funds, revenues, expenditures and investments during the previous fiscal year;
- 12.1.2 An audited balance sheet of its accounts and financial transactions, including any trust or foundation funds during that year;
- 12.1.3 An outline of the PCAA's upcoming election preparedness strategy on a rolling four (4) year strategy;
- 12.1.4 A business plan for the upcoming year, outlining:
- Strategic plans and priorities;
 - The anticipated measures and outcomes of plans and priorities;
 - Associated resources for the priorities and plan; and
 - Risks and risk mitigation.
- 12.2 The report shall be formally approved by the Board of Directors; a summary of the report shall then be distributed to every Constituency President thirty (30) days prior to the Annual General Meeting.
- 12.3 The Treasurer shall submit interim financial and business plan reports as required by the

Board of Directors.

13. RULES OF PROCEDURE

- 13.1 Robert's Rules of Order shall govern the proceedings of the PCAA, the Board of Directors, and Committees, as far as they may be applicable without coming into conflict with the Constitution.

14. PCAA POLICY AND PROCEDURES MANUAL

- 14.1 There shall be a PCAA Policy and Procedures Manual that contains internal operating policies, procedures and protocols that can be changed by the Board of Directors to meet new mandates and objectives;
- 14.1.1 The Policy and Procedures Manual will also contain the finer Duties of Directors; however, the authorities of the Directors will remain in the Constitution;
- 14.1.2 The Vice President Organization will be responsible for updating the Manual;
- 14.1.3 The Secretary will be the custodian of the Manual; and
- 14.1.4 The Policy and Procedures Manual will be available to members.

15. PROVINCIAL LEADERSHIP ELECTIONS

- 15.1 A leadership election shall be called when:
- 15.1.1 The Leader notifies the PCAA President, or announces publicly, their intent to resign as Leader. The Leader will immediately deliver a written notice of intent to the President. If such written notice is not received within five (5) business days, the Leader's resignation will be accepted as given, and the Leadership Election process will commence.
- 15.1.2 The position of Leader otherwise becomes vacant; and
- 15.1.3 Pursuant to section 15 herein, a leadership election is required following a Leadership Review ballot at an Annual General Meeting.
- 15.2 In the event that the position of Leader of the PCAA becomes vacant, the Association President shall at the earliest possible opportunity, arrange for the election, by simple majority of votes, of an Acting Leader to be so elected by a body comprised of the following members of the PCAA:
- a. The members of the PCAA Caucus; and
 - b. The Presidents of those constituency associations that are not represented by members of the PCAA Caucus.

- 15.2.1 "Acting Leader" means the person chosen by the Caucus and non-represented

constituency association presidents in the event the position of Leader becomes vacant.

- 15.2.2 The person elected as Acting Leader may not be nor become a candidate in the leadership election process. The Acting Leader must be a member of the elected Caucus.
 - 15.2.3 The Acting Leader will have the full authority as the Leader and will remain as Acting Leader until the leadership election is complete.
- 15.3 Eligible voters shall be:
- 15.3.1 Canadian citizens; or Permanent resident of Canada as defined by Canadian law
 - 15.3.2 Of the full age of 14 years;
 - 15.3.3 Resident in Alberta for at least six (6) months of the previous twelve (12) months prior to the voting date; and
 - 15.3.4 Members in good standing of the PCAA who have held their memberships for at least fourteen (14) days prior to the voting.
 - 15.3.5 Duly registered Delegates, from the Constituency they normally reside in, or a member of the Board of the Constituency association.
- 15.4 In the event of a leadership election, the PCAA shall hold such an election according to terms and conditions contained herein and any other terms and conditions not in conflict there with adopted by the Board of Directors.
- 15.5 A candidate for leadership election shall be a member in good standing of the Progressive Conservative Association of Alberta at the date of filing nomination papers. Candidates shall also be:
- 15.5.1 A Canadian citizen;
 - 15.5.2 Of the full age of 18 years; and
 - 15.5.3 A resident of Alberta for at least six consecutive (6) months immediately prior to the voting date.
 - 15.5.4 Has not served as Acting Leader immediately preceding their election as Leader;

16. LEADERSHIP REVIEW

- 16.1 At the second Annual General Meeting of the Association following a Provincial General Election where the Party forms the Government or at the first Annual General Meeting of the Association following a Provincial General Election where the party does not form the Government, a secret ballot on leadership review shall be held.
- 16.2 If a letter asking for a Leadership Review, signed by a minimum of fifty percent (50%) of PCAA Constituency Presidents, is presented to the PCAA President then a vote will be

called at the next Board of Directors meeting. If 75% of the Board of Directors, who are present at the meeting, vote yes, then a secret ballot on Leadership Review will be called at the next Annual General Meeting of PCAA.

- 163 Any member of the PCAA Board of Directors can call for a vote to hold a Leadership Review at the next Provincial Board meeting. If 75% of the Board of Directors, who are present at the meeting vote yes, then a secret ballot on Leadership Review shall be called at the next Annual General Meeting of PCAA.
- 164 All duly registered Delegates of the Annual General Meeting (see Section 5) shall be eligible to vote in the leadership review.
- 165 Each Delegate shall vote only once, irrespective of the number of offices held by such Delegate.
- 166 The ballot shall contain the question: Do you wish a Provincial Leadership Election to be called?
- 167 If a majority of ballots are answered in the affirmative, the Board of Directors shall forth with proceed to call such a Provincial Leadership Election.

17. CONSTITUENCY ASSOCIATIONS

- 17.1 For the purpose of this Constitution, a Constituency Association shall be defined as the association which existed on the date of the most recent general election preceding the scheduled date of the General Meeting, Annual General Meeting or Provincial Leadership Election, as the case may be.
- 17.2 Nomination of Candidates
 - 17.2.1 A Nomination Meeting shall be held by each PCAA Constituency Association to select its candidate for the next provincial election.
 - 17.2.2 The local constituency association Board of Directors, in consultation with the Leader, will determine when MLA-candidate Nomination Meetings will be held.
 - 17.2.3 To be eligible to vote at a Nomination Meeting of a PCAA Constituency Association, a person must be:
 - 17.2.3.1 A Canadian citizen or permanent resident;
 - 17.2.3.2 Of the full age of 14 years;
 - 17.2.3.3 A resident in the Constituency, which includes a full-time student in a post-secondary institution; and
 - 17.2.3.4 A PCAA member.
 - 17.2.4 Reasonable public notice of the time, date and location of each Nomination Meeting shall be given by each Provincial Constituency Association and the

nomination process must be fair, open and democratic.

- 17.2.5 A person seeking to contest a nomination is not required to reside in the Provincial Constituency.
- 17.2.6 No employee of the PCAA, nor any member of the PCAA Board of Directors may campaign for, nor publically endorse, a candidate in any nomination election.
- 17.2.7 No member of the PCAA Board of Directors, or any member of a PCAA Constituency Association Executive be a candidate in a nomination contest unless they first take a leave of absence from whatever board position(s) they may hold.
- 17.2.8 Anyone violating 15.2.6 or 15.2.7 may be expelled from the PCAA and if a member of the PCAA, be refunded their full membership fee; or terminated from their employment with the PCAA 'with cause' if they are an employee of the PCAA.
- 17.2.9 Prior to the beginning of any Nomination Meeting for candidacy for MLA , all persons who have met the criteria to contest the nomination shall be approved by the Leader and the local constituency Board of Directors in consultation with the Leader if such approval is in the best interests of the Association. An approved candidate who is duly nominated shall be officially endorsed as a candidate of the Association.

17.3 Dispute Resolution

Any dispute or other matter in question between candidates for nomination for a Provincial Constituency, or in respect of the nomination process arising under, out of, in connection with, or in relation to the nomination of a candidate or a candidate's qualification or disqualification before or after nomination, shall be resolved pursuant to the following process:

- 17.3.1 The dispute or matter shall be submitted to the chairperson of the Provincial Constituency Association's Nomination Committee (the "Nomination Committee") for a ruling, who immediately shall call a meeting of the Nomination Committee to rule on the dispute or matter. The Nomination Committee shall render such ruling seventy-two (72) hours of submission to the chair of the Nomination Committee.
- 17.3.2 If the Nomination Committee is unable or fails to make a ruling within seventy-two (72) hours, or if either party to the dispute disagrees with the ruling of the Nomination Committee, the dispute may be immediately submitted to arbitration for determination pursuant to the provisions of the *Arbitration Act of Alberta*, R.S.A. 2000, c.A-43, pursuant to the following procedures:
 - 17.3.2.1 The Nomination Committee or one of the disputing parties shall immediately after ruling by the Nomination Committee or expiry of the 72-hour period without a ruling having occurred notify the President of the Progressive Conservative Association of Alberta of the dispute or

- disagreement.
- 17.3.2.2 If a ruling by the Nomination Committee has issued but none of the disputing parties notify the President within 48 hours of the Nomination Committee ruling being provided to the disputing parties, the Nomination Committee ruling shall be final and binding on the disputing parties and the Nomination Committee.
- 17.3.2.3 The President of the Progressive Conservative Association of Alberta or, in the absence of the President, the Vice President Organization, shall appoint a single arbitrator to decide the dispute as soon as possible after being notified of the dispute.
- 17.3.2.4 The arbitrator shall not be a member of the Nomination Committee or the Constituency Association from which the dispute originates; but shall be a member in good standing of the PCAA.
- 17.3.2.5 Upon being selected, the arbitrator shall contact the disputing parties and advise them of the appointment and request written submissions of the dispute from them within seventy-two (72) hours.
- 17.3.2.6 The submissions in writing shall be in a form satisfactory to the arbitrator and shall include summaries of the relevant facts and argument.
- 17.3.2.7 The arbitrator shall not be bound by formal rules of evidence or procedure and may accept submissions of fact and arguments in a manner deemed by the arbitrator to be reasonable and appropriate in the circumstances. The arbitrator will have power to determine the dispute, whatever its nature, including determining questions of meaning, intent and reasonableness of nomination rules themselves and their compliance with the constitution of the Progressive Conservative Association of Alberta, and the power to direct changes to the nomination rules.
- 17.3.2.8 Upon receipt of facts and arguments, the arbitrator may request further submissions if deemed appropriate.
- 17.3.2.9 Upon receiving submissions of fact and argument, and deeming them sufficient, the arbitrator shall advise the parties and shall deliver a written decision determining the dispute within one (1) week of so advising the parties; this decision shall be final and binding on the disputing parties, the Nomination Committee and the Provincial Constituency Association.
- 17.3.2.10 All arbitration fees and costs shall be at the discretion of the arbitrator. The arbitrator may also choose to have a portion of such fees and costs paid by the PCAA when the PCAA has elected to make submissions to the arbitrator.
- 17.3.2.11 The arbitrator may require that security be posted in respect of payment for fees and disbursements.

17.3.2.12 Upon filing nomination papers, Candidates will be deemed to have agreed, and the Nomination Committee and the Provincial Constituency Association, on appointment of the Nomination Committee, will be deemed to have agreed that:

- All disputes and matters will be determined by the foregoing process; and
- Such process is accepted in lieu of, and no recourse shall be available to, the Courts for or in respect of any such dispute or matter.

17.3.2.13 The arbitration proceeding, including submissions to the arbitrator and the decision of the arbitrator, shall remain confidential to the participants and shall not be disclosed to anyone other than the participants, the Nomination Committee, the Provincial Constituency Association and the Progressive Conservative Association of Alberta, except as required by law.

17.4 Notwithstanding the provisions of this section, where an Electoral Boundary Commission has been established and has submitted a report to the Speaker of the Legislature, the Board of Directors may authorize Nomination Meetings to be conducted on electoral boundaries other than the electoral boundaries that existed on the date of the most recent Provincial General Election.

17.5 The Constitution of a Constituency Association and any rules and bylaws enacted pursuant thereto shall be consistent with this Constitution. In the case of any inconsistency, this Constitution shall prevail.

17.6 Without limiting other provisions of this Section 15 nomination rules for Constituency Association nominations must be substantially in the form of the model nomination rules attached to this Constitution as "Schedule A".

17.7 Each Constituency Association is responsible for its own operations, costs and expenses including, without limitation, costs and expenses incurred in respect of Nomination Meetings for the Constituency Association; and nothing herein shall impose (nor shall there be) any liability or obligation upon the Progressive Conservative Association of Alberta to pay or contribute to costs or expenses of the Constituency Association. The Constituency Association has no right or authority to bind the Progressive Conservative Association of Alberta to any contract or other obligation. Each Constituency Association must complete all filings and reports required by the Chief Electoral Office under the *Election Act* and *The Election Finances and Contributions Disclosure Act*.

18. AMENDMENTS

18.1 This Constitution may be amended at a General Meeting by a simple majority vote at a General Meeting if Notice of Motion in writing of the proposed amendments has been forwarded to the Secretary of PCAA at least sixty (60) days before the said meeting is held. Upon receipt of any such Notice of Motion, the Secretary shall be responsible for forthwith notifying the membership of PCAA of the proposed amendment.

18.2 The constitution may be amended by resolutions approved to proceed by the PCAA board and under the conditions as defined by the terms in section 3.1.14.

19. COMING INTO EFFECT AS OF THIS CONSTITUTION

19.1 This constitution shall come into effect upon being adopted by the PCAA members at the Special General Meeting of the Association held November 5, 2016.

**CERTIFIED AS A TRUE COPY OF THE CONSTITUTION OF THE
PROGRESSIVE CONSERVATIVE ASSOCIATION OF ALBERTA AS AMENDED
ON NOVEMBER 5, 2016**

**THIS DOCUMENT UPDATES AND REPLACES THE CONSTITUTION REVISED
AND ADOPTED MAY 7, 2016.**

KATHERINE O'NEILL

LINDA YARGEAU

(PCAA PRESIDENT)

(PCAA INTERIM SECRETARY)

*SIGNED ORIGINAL ON FILE

*SIGNED ORIGINAL ON FILE

SCHEDULE A

PROGRESSIVE CONSERVATIVE CONSTITUENCY ASSOCIATION CANDIDATE NOMINATION RULES AND PROCEDURES

A.1 CONSTITUENCY ASSOCIATION

A.1.1 Role: The (Local Constituency) Progressive Conservative Association of Alberta, as founded on (date), is responsible to its members to provide the rules and procedures for selecting an Association Candidate to run for the office of member of the Legislative Assembly from (Local Constituency). The Constituency Association's Executive Committee (or Board of Directors) shall establish a Nomination Committee to carry out this responsibility.

A.2 NOMINATION COMMITTEE

A.2.1 Role: The (Local Constituency) PCAA Nomination Committee is responsible to its Executive Committee (or Board of Directors) and members to provide the policies, rules and procedures for selecting an Association Candidate to run for the office of Member of the Legislative Assembly from (Local Constituency). The Nomination Committee shall:

A2.1.1 Create a process that is open, fair and democratic as required by the Constitution of the PCAA.

A2.1.2 Provide a method to monitor and assess all aspects of the process and to authorize those assigned functions in the selection process to act as may be required.

RULES OF PROCEDURE

A.3 NOMINATION COMMITTEE

A.3.1 As part of its role and responsibility, the Nomination Committee will:

A3.1.1 Provide for reasonable public notice to members and the public of the nomination process in accordance with the Constitution, including the boundaries of the Constituency, which shall at a minimum include the following:

A.3.1.1.1 Placement of a public notice (a display-type ad at least 4-½" X 3-½" in size) in a local newspaper to provide reasonable notice to the public.

A.3.1.1.2 The public notice shall be published no less than seven (7) days and no more than twenty-one (21) days prior to the close of nominations.

- A.3.1.1.3 The public notice shall provide for a period of not less than seven (7) days or more than fourteen (14) days from the close of nominations to the date of the nomination election.
- A3.12 Appoint a Returning Officer and such other persons to perform such functions as appear to the Committee to be required and necessary.
- A3.13 Provide terms and conditions and establish democratic standards by which Candidates are to conduct their campaigns. At a minimum, these will include the following:
 - A.3.1.3.1 Candidates shall be responsible for their own nomination campaign expenses; the Local Constituency Association will not, in any circumstance, provide financial assistance to cover all or any part of any deficit incurred by any Candidate.
 - A.3.1.3.2 All Candidates and their representatives are urged to exercise restraint in spending, and are advised that the success of their efforts will be judged by their efforts to exercise financial restraint in their campaigns.
 - A.3.1.3.3 Neither Candidates nor their representatives shall hold out to supporters the offer of a tax receipt under the provision of the *Elections Finances and Contributions Disclosures Act*, either directly or by issuance through the Progressive Conservative Association of Alberta or any Constituency Association.
 - A.3.1.3.4 Candidates and their representatives shall not tamper with, violate, deface or destroy their opponents' signs and materials.
 - A.3.1.3.5 Candidates will be respectful of their opponents in all debates and public discussions.
 - A.3.1.3.6 Candidates concerned about the conduct of an opponent are to bring their concerns to the Nominating Committee for discussion and resolution.
 - A.3.1.3.7 Candidates will support, without reservation, the successful nominee.
- A3.14 Establish rules under which membership lists and sales of memberships are made available to Candidates.
- A3.15 Be reasonably available to those interested in becoming Candidates and, as requested, provide to them the information required to become a Candidate.

- A3.16 Be reasonably available to Candidates and their agents to provide the information needed to become an Association Candidate.
- A3.17 Provide nominated Candidates with:
 - A.3.1.7.1 The names of members of the Nomination Committee and their contact information.
 - A.3.1.7.2 The name of Constituency Association President and contact information.
 - A.3.1.7.3 The name of Returning Officer and contact information.
 - A.3.1.7.4 A current Elections Alberta-issued map (in hard copy or electronic form) of the Local Constituency.
- A3.18 As applicable and with some variations, the Association shall follow the procedures developed and used for the election of the Party leader as outlined in the PCAA Constitution. Highlights of the rules and guidelines are included in the nomination package.
- A3.19 Promote consensus with all Candidates and provide them with such rules and guidelines as are approved.
 - A.3.1.9.1 Candidates and their agents with concerns about these rules and guidelines may request clarification from the chair of the Nominating Committee, the Returning Officer or Association President.
- A3.1.10 Design and approve the form of the ballot with approval of the Returning Officer (see A.6.12 Returning Officer) taking into consideration the following:
 - A.3.1.10.1 Nominated Candidates shall be listed on the ballots by surname, followed by first name in the order drawn by lot; and,
 - A.3.1.10.2 Ballots to carry unique security features to reduce the opportunity for duplication.
- A3.1.11 Prepare ballots and have them available for voting day.
- A3.1.12 In consultation with the Returning Officer, establish rules and procedures ensuring the security of ballots before, during and after the vote, and take into consideration that:
 - A.3.1.12.1 Ballots be under the control of Nomination Committee or Returning Officer at all times.

A.3.1.12.2 All ballots shall, at a minimum, be initialed by a member of the Nomination Committee or Returning Officer.

A3.1.13 Arrange for ballot boxes.

A3.1.14 Make available opportunities for Candidates to meet with the membership as may be reasonable and appropriate.

A3.1.15 Make further rules and directives, as required, to deal with situations and circumstances that have not been foreseen and occur during the process.

A.4 CANDIDATES

A.4.1 Candidates shall conduct themselves and their campaign and direct their campaign in a manner that will bring credit to themselves, the (Local Constituency) Progressive Conservative Association and the Progressive Conservative Association of Alberta.

A.4.2 Abide by the terms and conditions of the prescribed Nomination Rules for the conduct of the Candidate nomination process.

A.4.3 Assume responsibility for the actions and conduct of their campaign team.

A.4.4 Assume responsibility to insure their agents have filed all documents including the Candidate's Nomination Form and the non-refundable deposit to the chair of the Nomination Committee prior to the close of nominations. Late filing or non-sufficient funds at time of redemption of non-refundable deposit shall disqualify a person from being a Candidate.

A.4.5 Agree that with respect to the conduct of the voting and counting, the decision of the Returning Officer on any disputed matter is final.

A.4.6 Sign a pledge of support for the successful Candidate.

A.4.7 Sign Form G hereto the Nomination Process Support or File for Arbitration Form relating to the conduct of the nomination process prior to the announcement of the Final voting results.

A.5 CANDIDATE ELIGIBILITY

A.5.1 A Candidate must be member in good standing of the Progressive Conservative Association of Alberta.

A.5.2 A Candidate must be eligible under the *Election Act*, and as such must:

A5.2.1 Be a Canadian citizen.

A5.2.2 Be at least eighteen (18) years of age.

- A523 Have been continuously resident in Alberta for six (6) months.
- A524 Provide evidence of eligibility satisfactory to the Nominating Committee.
- A.5.3 A Candidate shall be nominated by satisfactorily completing and submitting to the Nomination Committee Chair or Designate.
- A531 All required nomination papers:
- Form B – Nomination Form, signed by a minimum of twenty-five (25) current members in good standing of the (Local Constituency) Progressive Conservative Association
 - Form C – Candidates Acceptance of Nomination Rules
 - Form D – Candidate Appointment of Agent
 - Form F – Submission to Arbitration
- A.5.3.1.1 As per Form D – Candidate Appointment of Agent, the Candidate's agent shall:
- Be a PCAA member in good standing
 - Act on behalf of the Candidate
 - Obtain access to the membership database
 - Represent the Candidate at any meetings of the Nomination Committee to which the Candidate is invited.
 - Documents delivered to the Agent shall be taken as delivered to the Candidate. Notices and documents may be delivered personally or electronically to the Nomination Committee Chair or designate.
- A532 A non-refundable deposit, in an amount set by the Constituency Association and not to exceed \$500.
- A533 Upon submission of Form B and following the confirmation that persons signing are PCAA members residing in the Local Constituency and the submission of Forms C and D and payment of non-refundable deposit, the Candidate shall be issued a current list of members of the Constituency Association.
- A534 Any Candidate wishing to withdraw prior to the beginning of balloting may do so by written submission to the Nomination Committee Chair or to the Returning Officer. A Candidate cannot withdraw with the

request that the Candidate's votes be assigned to another Candidate (Form E – Candidate Withdrawal).

- A.535 Where the Nomination Committee deems that a Candidate is in substantial breach of any of these Nomination Rules, the Nomination Committee has the authority to disqualify that Candidate from continuing to seek the nomination.
- A.536 Nomination Committee shall submit any dispute or matter relating to the nomination process to arbitration pursuant to the process set out in the Constitution of the PCAA and that such process is accepted in lieu of, and no recourse shall be available to, the Courts for or in respect of any such dispute or matter.

A.6 RETURNING OFFICER

The Returning Officer will:

- A.6.1 Ensure all activities at and around the polling place are supervised on nomination vote day(s).
- A.6.2 Attend to registration, determine the eligibility of all voters and resolve any dispute(s) that may arise.
- A.6.3 Ensure the balloting is carried on in accordance with the rules.
- A.6.4 Maintain the integrity of the ballots, voter registration and eligibility procedures.
- A.6.5 Provide security for the ballot boxes.
- A.6.6 Ensure supervision of the ballot counting and ensure counting procedures are in accordance with these rules.
- A.6.7 Establish an appeals desk for unresolved challenges.
- A.6.8 Ensure that all voters, volunteers and officials fulfill the requirements of these Nomination Rules.
- A.6.9 Make any required decisions with respect to the conduct of the voting and counting.
- A.6.10 Appoint Deputy Returning Officers as required and assign their responsibilities.
- A.6.11 Direct and approve the number and location of scrutineers and supervise the actions of scrutineers as required.
- A.6.12 Approve the form of ballot.
- A.6.13 Supervise the security of ballots before, during and after the vote.

A.7 COMMUNICATION PROTOCOL

Communication protocol shall be:

- A.7.1 Communications with the Nomination Committee shall be through the Chair or Chair's Designate.
- A.7.2 Communications with the nominated Candidates shall be through the Candidate or Candidate's Agent.
- A.7.3 Communications relating to voting and election procedure at the Nomination Meeting shall be through the Returning Officer.
- A.7.4 The President of the (Local Constituency) Progressive Conservative Association shall communicate the final results of the Nomination Meeting.
- A.7.5 Communication with media relating to the Nomination Meeting or Nomination Process shall be the responsibility of the Chair of the Nomination Committee.
- A.7.6 Communications with the media relating to specific campaign of a nominated Candidate shall be the responsibility of the Candidate or Candidate's Agent.
- A.7.7 No signs, brochures, advertisement or other materials promoting or identified with a nominated Candidate shall be permitted in the venue for Nomination Meeting or within 50 metres of the entrance to the venue. At no time shall any promotion of a nominated Candidate impede or intimidate the access of participants to the Nomination Meeting.

A.8 VOTER ELIGIBILITY

A.8.1 Voters shall be:

- Members in good standing of the PCAA.
 - Ordinarily reside in the (Local Constituency).
 - Be a Canadian citizen.
- A.8.2 Must produce two pieces of identification, one of which should be a photo I.D., and one of which should indicate residency within the constituency satisfactory to the Returning Officer such as:
- Driver's licence
 - Passport
 - Utility or phone bill
 - Automobile or insurance pink card
 - Alberta health card
 - Social insurance card
 - Union card

- Student card

A.8.2.3 At the discretion of the Returning Officer, a voter may make a statutory declaration in lieu of presenting valid identification.

A.8.2.4 Voters whose eligibility as Canadian citizens is challenged will be required to show evidence of Canadian citizenship such as a passport, citizenship card or birth certificate.

A.8.2.5 If challenged, proof of age.

A.9 BALLOTS

A.9.1 Only persons who are eligible to vote and have current valid PCAA memberships and have had their credentials verified shall be entitled to obtain a ballot.

A.9.2 Candidates' names shall be listed on the ballots by surname, followed by first name, the order to be drawn by lot, or written in on a blank ballot in order of preference.

A.9.3 The voter's membership card shall be marked to indicate receipt of a ballot at the time the ballot is delivered to the voter.

A.9.4 The voter shall deposit his or her own ballot in the ballot box.

A.9.5 No voter shall deposit more than one ballot.

A.9.6 If there are three (3) or more candidates the ballots shall be marked in a preferential manner, numbering the candidates in order of preference, 1 being the first choice. A ballot shall not be invalid by reason only of its showing one choice or clearly designated preference for less than the full slate of candidates.

A.9.7 Ballot counting will be under the direction of the Returning Officer in a room designated for this purpose. The Returning Officer will determine the persons who shall count the ballots. Each candidate shall be entitled to have scrutineer(s) in the counting room as determined by the Returning Officer.

A.9.8 Scrutineers shall not communicate results. Communication devices will not be permitted in the counting area.

A.9.9 When counting the ballots for three (3) or more candidates, the first count is a simple separation into piles of first (1st) choice; the candidate receiving the fewest first choice votes will be dropped and the second (2nd) choice votes of dropped candidate's ballots will be counted and allocated to the remaining candidates. If no candidate has a 50% +1 vote following this allocation the candidate with the fewest votes will be dropped and that candidate's ballots will be allocated among the remaining candidates according to the highest preference indicated. This process is repeated until a winner is declared with 50% +1 of the votes of the

ballots remaining. The President of the Association shall vote if necessary to break the tie.

A.9.10 Upon the Returning Officer being satisfied with the count, the results will be announced by the President of the Association.

A.9.11 The Decision of the Returning Officer in administering the rules relating to the balloting is final.

A.10 SCRUTINEERS

A.10.1 Each Candidate is allowed to have scrutineers (*number to be determined by the Returning Officer*) at the credentials' tables and in the counting room but they must not interfere. If a scrutineer determines a need to challenge, they must do it through the Returning Officer. Any interference or non-compliance will be cause for the Returning Officer to eject the scrutineer.

A.11 MEMBERSHIP SALES AND LISTS

A.11.1 Since Candidates' Nominators must be members of the (Local Constituency) Progressive Conservative Association, a prospective Candidate may have access to the PCAA membership database through a unique number for the purpose of selling memberships and accessing the membership list from the Association. This unique number will be made available after the nomination period has opened and Form A has been submitted, and a Candidate's nomination is accepted as complete.

A.11.2 Candidates' access to the membership database shall be through the Nomination Committee in conjunction with PCAA. Upon filing nomination papers and otherwise complying with the Nomination Rules herein, the Candidate shall be entitled to obtain access to membership sales in the following manner:

A.11.2.1 Online membership information must be fully completed and include the member's name, address, phone number, email address and status (youth or regular).

A.11.2.2 During the Nomination Meeting, the (Local Constituency) PC Association will sell memberships until the time of the closing of the ballot boxes.

FORM A

DECLARATION OF INTENTION TO BECOME A CANDIDATE

I, _____, hereby declare my intention to seek the nomination for the (Local Constituency) Progressive Conservative Association.

DATED this _____ day of _____, 20 _____.

Signature

(print name)

Address

Business phone

Residence phone

Fax

Email

FORM B

NOMINATION FORM

We, the undersigned, each of whom declares is a current member in good standing of the Progressive Conservative Association of Alberta, is a citizen of Canada and resides within the boundaries of the (Local Constituency), hereby nominate (Candidate), who is seeking the Association's nomination as its Candidate in the next Provincial Election.

Name	1.	Membership #	
Address, Postal Code		Signature	
Name	2.	Membership #	
Address, Postal Code		Signature	
Name	3.	Membership #	
Address, Postal Code		Signature	
Name	4.	Membership #	
Address, Postal Code		Signature	
Name	5.	Membership #	
Address, Postal Code		Signature	
Name	6.	Membership #	
Address, Postal Code		Signature	
Name	7.	Membership #	
Address, Postal Code		Signature	

Name	8.	Membership #	
Address, Postal Code		Signature	
Name	9.	Membership #	
Address, Postal Code	To At Least Number 25	Signature	

FORM C

CANDIDATES ACCEPTANCE OF ALL NOMINATION RULES

I, the undersigned, agree to let my name stand as Candidate for the Progressive Conservative Association of '*Local Constituency*'. I acknowledge receipt of the foregoing Nomination Rules, I have read them and understand them, including the counting procedures described under the heading Ballots.

I agree that I will:

Abide by the said Nomination Rules;

Abide by the results of the nomination process;

Abide by the rulings and decisions of the Returning Officer;

Support without reservation the successful nominee;

Appear with all other Nominees at the time the winner is announced and support the motion that the decision of the vote be made unanimous and the ballots, including all voting and membership lists pertaining to the nomination, be destroyed.

Witness

Nominee

Address

Date

Business Phone

Residence Phone

Fax

Email

FORM D

CANDIDATE APPOINTMENT OF AGENT

I, _____, a Candidate for nomination to represent the Progressive Conservative Association of (Local Constituency) in the next Provincial election, hereby appoint

of _____ (name)
_____ (address)
_____ (business phone)
_____ (residence phone)
_____ (fax)
_____ (email)

to act as my Agent in accordance with the Nomination Rules issued by the Nomination Committee of the (*Local Constituency*) Progressive Conservative Association.

DATED this ____ day of _____, 20____.

FORM E

CANDIDATE WITHDRAWAL

I, _____, a Candidate for nomination for the Progressive Conservative Association of '*Local Constituency*', hereby voluntarily withdraw my name from consideration for nomination in the said constituency.

DATED at _____ o'clock this _____ day of _____, 20_____.

Witness

Signature

Returning Officer

FORM F

SUBMISSION TO ARBITRATION

I, _____, a Candidate for nomination for the (Local Constituency) Progressive Conservative Association, hereby agree that any dispute or other matter in question between Candidates for nomination for the (Local Constituency) Progressive Conservative Association or in respect of the nomination process arising under, out of, in connection with, or in relation to the nomination of a Candidate or a Candidate's qualification or disqualification before or after nomination shall be resolved pursuant to the Arbitration process provided under the Constitution of the Progressive Conservative Association of Alberta, and that such process is accepted in lieu of, and no recourse shall be available to the Courts, for or in respect of any such dispute or matter.

DATED at _____ o'clock this _____ day of _____, 20_____.

Witness

Signature

