

**PROGRESSIVE CONSERVATIVE ASSOCIATION OF PRINCE EDWARD
ISLAND**

Rules and Procedures for the Election of Party Leader

TABLE OF CONTENTS

SECTION 1: DEFINITIONS.....2
SECTION 2: LEADERSHIP PROCESS COMMITTEE.....2
SECTION 3: CANDIDATE EVALUATION COMMITTEE3
SECTION 4: RETURNING OFFICER3
SECTION 5: LEADERSHIP CANDIDATE ELIGIBILITY3
SECTION 6: CANDIDATE CERTIFICATION4
SECTION 7: CANDIDATE WITHDRAWAL4
SECTION 8: MEMBERSHIP LISTS4
SECTION 9: CANDIDATES RESPONSIBILITIES5
SECTION 10: CAMPAIGN FINANCES.....5
SECTION 11: SCRUTINEERS.....6
SECTION 12: VOTING PROCEDURES7
SECTION 13: VOTE COUNTING PROCEDURES.....8
SECTION 14: DISPUTE RESOLUTION9
SECTION 15: GENERAL.....10

SECTION 1: DEFINITIONS

- 1.1 “Agent” means a person appointed by a Candidate to communicate on behalf of the Candidate with the Agents of other Candidates and the Leadership Process Committee;
- 1.2 “Campaign Expense” includes all expenses incurred, in cost or in kind for the purpose of promoting or opposing, directly or indirectly, the election of a Candidate, but do not include reasonable expenses for travel, food or lodging, the compliance deposit or volunteer human resources;
- 1.3 “Candidate” means an individual who is certified under these Rules as a candidate for the leadership of the Party;
- 1.4 “CEC” means a candidate evaluation committee;
- 1.5 “Constitution” means the Constitution of the Party;
- 1.6 “Convention” means the Leadership Process of the Party, to be held October 21, 2017 or such other date as may be determined by the Party;
- 1.7 “Leadership Process Committee” means the committee established hereunder to plan and conduct the Leadership Process and carry out such duties as may be imposed by these Rules or the Party executive.
- 1.8 “Delegate” means a delegate to elect the Leader as determined by the Credentials Committee of the Process pursuant to the Constitution and the Rules;
- 1.9 “DRO” means a Deputy Returning Officer appointed by the returning officer;”
- 1.10 “Leader” means the leader of the Party;
- 1.11 “Party” means the Progressive Conservative Association of Prince Edward Island;
- 1.12 “Executive” means the Party executive as defined in the Constitution.
- 1.13 “Province” means the Province of Prince Edward Island;
- 1.14 “Returning Officer” means the Returning Officer for the Process appointed pursuant to the Rules; and
- 1.15 “Rules” means these rules and procedures.

SECTION 2: CONVENTION COMMITTEE

- 2.1 The Executive shall appoint a committee of up to ten members with a Chair person or two Chair persons called the Leadership Process Committee.

- 2.2 The Leadership Process Committee shall have the responsibility to organize and plan the selection of a Leader in accordance with the Constitution and the Rules.
- 2.3 The Leadership Process Committee shall perform all duties set out in the Rules and such further and other duties as may be delegated to the Leadership Process Committee by the Executive and all duties and responsibilities of the Leadership Convention Committee as set out in the Constitution..

SECTION 3: CANDIDATE EVALUATION COMMITTEE

- 3.1 The Executive shall appoint a committee of up to 4 members, including the chairperson who shall be one of the Process Co-Chairs.
- 3.2 The CEC shall be responsible to review all applications made by prospective candidates and certify as Candidates those who meet the criteria to participate as a Candidate.

SECTION 4: RETURNING OFFICER

- 4.1 The President of the Party shall appoint a Returning Officer.
- 4.2 The Returning Officer shall:
 - 4.2.1 declare his or her impartiality at the time of the appointment and remain impartial throughout the election process;
 - 4.2.2 oversee the conduct of the election of Party Leader and ensure that the process is fair, impartial and conducted in accordance with the Party Constitution and the Rules; ; and
 - 4.2.3 appoint such deputies and clerks as may be reasonably necessary to efficiently conduct the process.
- 4.3 All submissions to the Leadership Process Committee, Returning Officer or Candidate Evaluation Committee to be made pursuant to the Rules prior to the election of Leader shall be sent to the attention of the Party at:
 - 30 Pond Street, Unit B
 - Charlottetown, PE
 - C1A 9P2

SECTION 5: LEADERSHIP CANDIDATE ELIGIBILITY

- 5.1 In order to stand for election for the position of Leader, an individual must:
 - 5.1.1 Submit to the Candidate Evaluation Committee a complete Leadership Candidate Application not later than 3:00 p.m. ADT on August 18th, 2017 which shall include:
 - (i) The signed nomination by 60 members in good standing of the Party. Twenty of these sixty members shall be from each County. No member

may sign the nomination application of more than one candidate. If a member signs more than one nomination application that name can only be counted on behalf of the first candidate who files their nomination application with the duplicate name on it;

- (ii) A ten thousand (\$10,000.00) dollar compliance deposit, payable by cheque to “PC Island Fund in Trust”, which amount shall be held in trust until the conclusion of the election of Leader and then remitted to the Party;
- (iii) A signed affirmation which states, “I have read, understand, and do hereby affirm my personal commitment to the principles and policies of the Progressive Conservative Party of Prince Edward Island;”

5.1.2 Be a member in good standing of the Party;

5.1.3 Be eligible as a candidate for election to the Legislative Assembly of Prince Edward Island pursuant to the Elections Act, PEI;

SECTION 6: CANDIDATE CERTIFICATION

- 6.1 Upon receiving an application for Leadership within the time set out herein, the CEC shall confirm to the individual that the individual’s submission is complete or, where the submission is incomplete, shall return the submission to the individual.
- 6.2 However, where a submission is received on or before August 18th, 2017 that is in the opinion of the CEC only inadvertently incomplete but which in the ordinary course may not be possible to complete by August 18th, 2017, the CEC may allow the individual a brief extension to complete the submission, but such extension shall not extend beyond 3:00PM ADT on August 21st, 2017.
- 6.3 The CEC or its counsel shall review all applications received and certify all eligible individuals who meet the criteria to be certified as a Candidate herein within 10 business days of receipt of the application and shall deliver to them a Candidate Certification.

SECTION 7: CANDIDATE WITHDRAWAL

- 7.1 Withdrawals by Candidates shall be accepted and their names shall not appear on the ballot where the Notice of Withdrawal is signed by the Candidate and is delivered to the Returning Officer no later than 4 p.m. ADT on August 30th, 2017.

SECTION 8: MEMBERSHIP LISTS

- 8.1 Following a request of a Candidate accompanied by a written declaration that the Candidate will ensure the confidentiality of the Party membership list, the Returning Officer shall provide a Candidate with a list of the Party members.
- 8.2 A Candidate shall use the membership list, and shall ensure that it is used, only for purposes of the Candidate’s election to the Party Leadership, and shall not retain, copy or distribute the list after the election of the Leader has concluded.

- 8.3 A Candidate may not request an updated membership list more than once per week.
- 8.4 After the election of Leader, the Candidate shall either return all copies of membership lists to the party office or certify that all copies have been destroyed.
- 8.5 Any memberships purchased during the Leadership Campaign Period must be purchased individually or by family and shall not be purchased in bulk. Any bulk purchases may lead to the disqualification of the candidate who submits them or on whose behalf they are submitted. For greater clarity this means each individual or family membership application must be accompanied by the appropriate payment.

SECTION 9: CANDIDATES RESPONSIBILITIES

- 9.1 Each Candidate shall within 48 hours of being advised that he or she has been accepted as a Candidate provide to the Chair Person the name of his or her Agent together with telephone and email contact information. The Agent shall be responsible for all official communications between the Candidate and Leadership Process Committee representatives.
- 9.2 The Candidate is solely responsible for the accuracy of the contact information provided and the Party shall not be responsible in any way for the failure to provide or deliver information to the Candidate if the information is incorrect or out of service for any reason.
- 9.3 The Candidate shall attend all debates or similar meetings as well as any candidate meetings scheduled by the Chair Person. Failure to attend without prior approval, which approval will not be unreasonably withheld, of the Chair Person may result in Candidate disqualification.
- 9.4 The Candidate shall be responsible to ensure his or her Agent or a nominee attends all meetings of the Leadership Process Committee.

SECTION 10: CAMPAIGN FINANCES

- 10.1 The Party shall not in any circumstances provide financial assistance to cover all or any part of any expenses incurred by any Candidate.
- 10.2 A person who becomes a Candidate shall not incur Campaign Expenses in excess of \$45,000.00 excluding the Candidate's Deposit.
- 10.3 Within 15 business days following the election of Leader each Candidate shall file with the Chair Person an affidavit confirming that the Candidate did not exceed the allowable Campaign Expenses and attach thereto a summary of Campaign Expenses.
- 10.4 All funds collected on behalf of a Candidate shall be paid to the PC Island Fund. Tax receipts shall be issued for donations or contributions to the Candidate's election campaign. Such contributions shall be made payable to the PC Island Fund and include the contributor's name, address and phone number together with the amount of the

contribution. The PC Island Fund shall withhold 15% all contributions made on behalf of candidates as a processing fee.

- 10.5 The official agent for the Party will not issue tax receipts for contributions if the Candidate for whom the contribution was made does not file the affidavit referred to in Article 10.3 on time, or the information provided in respect of a contribution is incomplete or incorrect.
- 10.6 Campaign contributions shall not be disclosed except in accordance with these Rules and the *Election Expenses Act*.

SECTION 11: SCRUTINEERS

- 11.1 Each Candidate shall be eligible to appoint scrutineers, the number of which shall be fixed by the Returning Officer by September 30th, 2017 at 3:00 PM ADT, to monitor the voting and vote counting procedures.
- 11.2 In order to appoint a scrutineer, a Candidate must submit a Scrutineer Designation Form to the Returning Officer not later than 4 p.m. ADT on October 14th, 2017, or such later time as may be allowed by the Returning Officer. Subject to the discretion of the Returning Officer, a replacement may subsequently be appointed where circumstances require. A scrutineer must be a member in good standing of the Party.
- 11.3 Scrutineers shall be admitted to the voting area(s) twenty (20) minutes prior to the commencement of voting, or such earlier time as may be designated by the Returning Officer for all scrutineers.
- 11.4 Other than the authorized identification badge, scrutineers must not wear any visible markings indicating their voting preference while inside the voting area.
- 11.5 Scrutineers may not use any cellular telephones or any other electronic communication devices inside the voting area whatsoever in any manner once voting has closed.
- 11.6 Prior to the commencement of voting, scrutineers may witness the sealing of the ballot boxes by the Returning Officer.
- 11.7 Once the voting area(s) has/have been secured for the vote counting procedures, scrutineers may not leave the voting area(s) until after the result of the ballot has been officially announced.
- 11.8 Scrutineers shall, at all times, abide by these Rules and any further instructions given to them by the Returning Officer and his/her representatives.
- 11.9 In the event of non-compliance with these Rules, the Returning Officer may expel and bar a scrutineer from the voting area(s), which decision shall be final and binding.
- 11.10 Scrutineers may challenge an individual's eligibility to vote by immediately informing the Deputy Returning Officer by saying "Challenge". The Scrutineer shall succinctly state the reason for the Challenge to the DRO who shall escort the individual to meet the

Returning Officer. The Returning Officer shall determine the validity of the Challenge. The Returning Officer's determination shall be final and binding and not subject to appeal.

- 11.11 It is each Candidate's responsibility to ensure his or her scrutineer is present. The Returning Officer will not seek out scrutineers in the event none are present on behalf of a Candidate.

SECTION 12: VOTING PROCEDURES

- 12.1 The voting procedures shall be conducted at or before the election of Leader and at whatever sites are designated by the Committee under the supervision of the Returning Officer or his deputy returning officers.
- 12.2 The Returning Officer shall appoint a deputy returning officer and poll clerk for each voting line or voting location used in the voting procedures.
- 12.3 The vote shall be conducted by secret, preferential ballot.
- 12.4 The Returning Officer or Deputy shall, be satisfied as to the identity of a member and to his or her entitlement to vote.
- 12.5 The use of any cellular telephones or other electronic communication devices within the voting area(s), other than those approved by election officials prior to the close of voting, shall be strictly prohibited.
- 12.6 Campaigning by, on behalf of, or in relation to Candidates within the voting area(s) or on the property where the voting areas are located shall be strictly prohibited.
- 12.7 The Returning Officer may order the removal of any individual from the voting area(s) that he/she deems to be in violation of these Rules.
- 12.8 Members eligible to vote shall queue to vote in the appropriate voting line as determined and posted by the Returning Officer.
- 12.9 The poll clerk shall hand the member a voting ballot, initialled by the poll clerk, which shall list the Candidates in alphabetical order by surname or the voter may vote electronically (if such facilities are made available by the Leadership Process Committee) in which case the member will have a previously issued PIN number.
- 12.10 Each member shall then proceed to the appropriate voting booth or electronic voting area and clearly indicate his/her choice(s) from the list of Candidates and shall then proceed to fold his/her voting ballot and deposit it in the appropriate ballot box or vote appropriately by electronic means.
- 12.11 Each member eligible to vote may vote only once.
- 12.12 Prior to the commencement of voting the Returning Officer or Deputy Returning Officer shall inspect each ballot box to ensure it is empty then seal the box.

- 12.13 The voting shall begin after all boxes have been inspected and sealed at which time the Chair Person will announce the commencement of voting.
- 12.14 At close of voting the voting area shall be emptied of all persons except for the Returning Officer and each Deputy Returning Officer and one Scrutineer for each Candidate for each ballot box used for the ballot. The ballot box shall be secured by the Returning Officer or DRO in the presence of the Scrutineers and kept in a secure location until the count occurs.
- 12.15 Voting may take place at multiple locations within Prince Edward Island and at multiple times after the closing of nominations as determined by the Committee. These Rules will apply at all locations and at all times.

SECTION 13: VOTE COUNTING PROCEDURES

- 13.1 At the close of voting the Returning Officer:
 - 13.1.1 shall secure the voting area(s) and ensure only scrutineers, deputy returning officers and other election officials authorized by the Returning Officer remain in the voting area(s);
 - 13.1.2 shall collect and secure all voters lists and unused voting ballots; and,
 - 13.1.3 shall only then direct the deputy returning officers to break the seal on the ballot boxes.
- 13.2 The use of cellular telephones or any other electronic communication devices by any individual inside the voting area shall be strictly prohibited once the voting area has been secured for the purposes of counting the voting ballots and until after the result of the ballot has been officially announced at the podium.
- 13.3 Once the ballot boxes have been opened, the deputy returning officers or other officials authorized by the Returning Officer shall proceed to tally the ballots. Any decision of a deputy returning officer to reject a ballot may be appealed by a scrutineer to the Returning Officer, whose decision shall be final and binding.
- 13.4 The Returning Officer shall tabulate the results and shall provide the results for announcement. These results shall include the results obtained by any electronic voting process authorized by the Committee.
- 13.5 The first Candidate who receives 50 percent plus one of the valid votes cast shall be declared elected as the Leader.
- 13.6 If there are more than two Candidates, voting shall be by preferential ballot on which voters indicate their preference of Candidates using a form of ballot approved by the Committee. The ballots must be counted under the direction of the Returning Officer according to the following process:
 - Voters are not required to indicate a preference for all Candidates;

- On the first count each voter's preference is recorded in favour of the Candidate preferred;
- On the second count, the Candidate who received the least votes on the first count is eliminated and that Candidate's first count ballots are distributed among the remaining Candidates according to the second preferences of the votes for the eliminated Candidate, if any;
- On each subsequent count, the Candidate who receives the least number of votes in the preceding count is eliminated and those ballots are distributed among the remaining Candidates according to the next preferences on those ballots cast for the eliminated Candidate, if any;
- The first Candidate to receive more than 50% of the votes on any count is elected as the Leader.

13.7 The tabulation of the vote by the Returning Officer shall be final and binding.

SECTION 14: DISPUTE RESOLUTION

14.1 Except where otherwise provided in these Rules, a dispute related to the election of the Party Leader arising from or related to the operation or interpretation of these Rules:

14.1.1 where the dispute relates to the refusal of the CEC to certify an individual as a Candidate, the applicant may file a written complaint with the Party President within 2 business days of being notified that the application has not been certified. The Party President shall review the matter and make a decision which shall be final, binding and not subject to any further appeal;

14.1.2 Where the dispute relates to any electoral irregularities around voting or related to the election the Candidate's Agent shall as soon as practicable and in any event not later than the announcement of the result of any ballot notify the Returning Officer of the dispute and succinctly outline the facts and issue. The Returning Officer shall consider the matter and make such inquiries as the Returning Officer determines in his or her discretion are necessary in the circumstances. The decision of the Returning Officer shall be final binding and not subject any further appeal; or

14.1.3 In the case of any other dispute the Candidate shall file a written complaint with the Dispute Resolution Chair, which concisely states the facts and issue as soon as practicable and in any event not later than 3:00 PM ADT on the next business day after the matter over which the dispute arose, or ought reasonable to have arisen or transpired. The Dispute Resolution Committee shall make such inquiries as it determines in its sole discretion are necessary in the circumstances. The decision of the Dispute Resolution Committee shall be final binding and not subject to appeal.

SECTION 15: GENERAL

- 15.1 These Rules may be amended or supplemented at any time by the Executive.
- 15.2 The Returning Officer may make rules consistent with the Constitution and the Rules to provide for the orderly and efficient conduct of voting and ballot counting for the Leader of the Party.
- 15.3 The Committee may make rules consistent with The Constitution and these Rules to provide for the efficient and orderly conduct of the leadership campaign and the voting process This shall include any rules surrounding electronic voting if used by the Committee.
- 15.4 In the event of any conflict between the Constitution, these Rules, or rules made by the either the Returning Officer or the Committee the Constitution shall prevail in the first instance, these Rules in the second instance and the Returning Officer's in the third instance.

APPLICATION FORM

CONFIRMATION OF RECEIPT

I, _____, Chair Person of the Candidate Evaluation Committee for the Progressive Conservative Association of Prince Edward Island, confirm that I have received, in accordance with the Rules the a completed application for Leadership Candidate for _____.

Signed: _____

Date: _____

Time: _____

LEADERSHIP CANDIDATE CERTIFICATION

To: _____

Dear _____:

I, _____, Chair Person of the Candidate Evaluation Committee for the Leadership Process, wish to advise you that you have been confirmed as a Candidate for the Leadership of the Progressive Conservative Association of Prince Edward Island.

Yours truly,

SCRUTINEER DESIGNATION FORM

I, _____, a Candidate do hereby appoint the following to be my Scrutineers:

Dated this ____ day of _____, 2017.

Candidate

The undersigned Scrutineers agree to follow the Leadership Process Rules and abided by and decisions or instructions given by the Returning Officer.

NAME

District

Phone No.

Signature

NOTICE OF WITHDRAWAL

I, _____, voluntarily and formally withdraw as a Leadership Candidate for the Progressive Conservative Party of Prince Edward Island.

Dated this ____ day of _____ 2017.

Candidate