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**CONSTITUTION
OF THE
PROGRESSIVE CONSERVATIVE PARTY
OF NEWFOUNDLAND & LABRADOR**

ARTICLE 1 NAME & HEAD OFFICE

The name of the Association shall be the “PROGRESSIVE CONSERVATIVE PARTY OF NEWFOUNDLAND & LABRADOR” and it shall have a head office, which shall be situated at a place determined from time to time by the Executive Council.

ARTICLE 2 DEFINITIONS

In this Constitution:

- a. The word “Leader” or word “Party Leader” shall mean the Leader of the Progressive Conservative Party of Newfoundland & Labrador as elected in accordance with Article 11 of this Constitution;
- b. The word “party” shall mean the Progressive Conservative Party of Newfoundland & Labrador;
- c. The word “District Association” shall mean an Association as set forth in Article 6-1 (a) of this Constitution whose jurisdiction shall be within the electoral boundary for which it was formed which electoral boundary shall be as defined by the districts set forth in the House of Assembly Act, 1970, Revised Statutes of Newfoundland, chapter, 159 as amended;
- d. The word “public meeting” shall mean a meeting of any affiliated association or group which has been called or scheduled and reasonably advertised in the public media;
- e. The word “President” or word “Party President” shall mean the President of the Progressive Conservative Party of Newfoundland & Labrador as elected in accordance with this Constitution.
- f. An “Ex-Officio” delegate is a member of the Provincial Executive Council who holds or held an office or position described in Article 7(1) paragraphs (h) to (m) and who fulfills the requirements of Article 7 (1) paragraph (n).
- g. The word “person” shall mean Canadian Citizen

ARTICLE 3 PURPOSE, AIMS & OBJECTS

The purpose, aims and objectives of the Party shall be:

- a. to form the Government of the Province of Newfoundland and Labrador and to provide good government to the people of the Province;
- b. to foster interest in Government and in the political process in Canada and in the Province of Newfoundland and Labrador;
- c. to provide a forum for the membership to participate in political discussion and to advise with respect to Progressive Conservative policy;
- d. to promote and advance the aims, principles and policies of the Party;
- e. to elect a Leader of the Party;
- f. to provide for a nominating process for the selection of candidates for election as Progressive Conservative members of the House of Assembly;
- g. to assist in the election of Progressive Conservative Candidates to the House of Assembly and the House of Commons;
- h. to provide for the organizational and administrative aspects of the Party;
- i. to provide for democratic procedures and practices to effect the purpose, aims and objectives of the Party.

ARTICLE 4 RESPONSIBILITIES

The Party shall be responsible for the organization and establishment of a District Association within each Provincial Electoral District. The Party shall assist in the organization and establishment of other associations or groups set forth in Article 6.

ARTICLE 5 MEMBERSHIP

1. All persons who are residents or domiciled in the Province of Newfoundland and Labrador and who support the principles and aims of the Party are eligible to become

- members of the Party.
2. Subjects to Article 5-1 all individual members of affiliated associations and groups who support the principles and aims of the Party shall be members of the Party.
 3. Notwithstanding Article 5-1 and Article 5-2, all members of the Provincial Executive Council as defined in Article 7-1 who support the principles and aims of the Party shall be members of the Party. Any member of the Provincial Executive Council who ceases to support the principles and aims of the Party will automatically cease to be a member of the Provincial Executive Council and forfeit all rights and privileges associated therewith.

ARTICLE 6 AFFILIATED ASSOCIATIONS & GROUPS

1. The associations and groups affiliated with the Party shall be:
 - a. each District Association;
 - b. the Young Progressive Conservatives of Newfoundland & Labrador (YPC);
 - c. the Progressive Conservative Women's Association of Newfoundland and Labrador;
 - d. the Conservative Federal Women's Caucus of Newfoundland and Labrador;
 - e. the Conservative Federal Constituency Associations in Newfoundland and Labrador;
 - f. Progressive Conservative Associations organized and constituted at any campus of any post secondary educational institution within the Province of Newfoundland and Labrador which campus of such institution offers a degree or diploma program requiring a course of studies of two years or greater.
2. Good Standing
 - a. In order to maintain good standing with the Party, affiliated associations and groups must operate within the spirit of this Constitution and be bound by it;
 - b. In order to maintain good standing with the Party, those affiliated associations and groups enumerated in Article 6-1(a) and (f) must;
 - (i) submit to the head office of the Party annually within thirty (30) days of election and no later than the 31st day of July and at any other time when requested by the President of the Party or by the Leader of the Party a list of its Executive members and individual membership;
 - (ii) hold a public meeting after reasonably advertising the same in the public media at least once each year prior to the 30th day of June for the purpose of electing an executive which shall consist of not less than five (5) of which there shall be a President, a Vice President, a Secretary, and a Treasurer;
 - (iii) hold a public meeting at least once annually prior to the 30th day of June for

the purpose of electing, in accordance with this Constitution, delegates and alternates to the Party Annual General Meeting and to hold a public meeting prior to any Special General Meetings of the Party for the purpose of electing in accordance with the Constitution; delegates and alternates to such Special Meeting;

- (iv) adopt a Constitution, consistent with this Constitution, a copy of which together with all amendments and by-laws shall be forwarded to the head office of the Party immediately after approval;
 - (v) hold a public meeting whenever necessary, in accordance with this Constitution, to elect delegates and alternates to leadership conventions;
- b. In order to maintain good standing with the Party, District Associations must hold a nominating process in their respective districts to nominate Party candidates for provincial elections in the Province of Newfoundland and Labrador in accordance with Article 12 of this Constitution.

3. Constraints of Geography

- a. The Executive Committee shall have the authority to establish a list of those Associations set forth in Article 6-1 (a) that face organizational problems as a result of geographic and transportation constraints.
- b. Any Association on the list established under Article 6-3 (a) may with the approval of the Executive Committee, adopt a Constitution which establishes rules and procedures for the election of the Executive of that Association, and the election of delegates and alternates to Annual General Meetings, Special General Meetings, or Leadership Conventions of the Party that do not confirm with the requirement to hold these selections at a single public meeting as specified in Articles 6-2 (b)(ii), (iii), or (v).
- c. An Association Constitution approved under Article 6-3(b) may include provisions that allocate the election of specific positions of the executive of the Association to a public meeting held in a specified geographic area.
- d. An Association Constitution approved under Article 6-3(b) may include provisions that allocate the election of a specified number of the permitted delegates and alternates to Annual General Meetings, Special General Meetings, or Leadership Conventions of the Party to a public meeting held in a specified geographic area.

ARTICLE 7 PROVINCIAL EXECUTIVE COUNCIL

1. The Provincial Executive Council shall consist of:
 - a. the Leader of the Party;
 - b. the President of the Party;
 - c. the immediate Past President of the Party;
 - d. the Vice-President of the Party;
 - e. the Regional Vice-President of the Party being not less than six (6) and not more than twelve (12) which Regional Vice Presidents' jurisdiction will be defined from time to time by the Executive Committee;
 - f. the Secretary of the Party;
 - g. the Treasurer of the Party;
 - h. all members of the Party who served or who are serving as Members of the House of Assembly, Parliament of Canada or the Senate of Canada.
 - i. all official Party candidates in the last provincial election in the Province of Newfoundland and Labrador and all official Party candidates seeking election in the ridings in Newfoundland and Labrador in the last federal election, unless a new candidate has been nominated, in which case the new candidate shall be a Provincial Executive Council member under this paragraph;
 - j. all former Leaders of the Party and all former Presidents of the Party;
 - k. the President of all those affiliates, associations and groups set forth in Article 6-1 provided that his/her designate in writing may attend meetings of the Provincial Executive Council in the event that the President cannot attend;
 - l. the Vice-President for Newfoundland and the two Newfoundland Directors of the Conservative Association of Canada;
 - m. all former members of the Provincial Executive of the Party;
 - n. that all members of the Provincial Executive Council be required to be a registered delegate to at least one annual general meeting in three.

2. Liaison

The Leader of the Party may appoint a liaison person to the Provincial Executive Council and the Federal Caucus representing Newfoundland and Labrador may appoint a liaison person to the Provincial Executive Council and such liaison person may attend all meetings of the Provincial Executive Council, but shall not be entitled to vote on any matter on which a vote is required.

3. Duties of the Provincial Executive Council

Except as otherwise provided in this Constitution, the government management and control of the business and other affairs of the Party are vested in the Provincial Executive Council.

4. Meetings of the Provincial Executive Council

The Provincial Executive Council meeting of the Party shall be held once each calendar year at a time other than at or in association with the AGM of the Party unless otherwise cancelled or postponed by the Executive Committee. A meeting of the Provincial Executive Council shall be held within thirty (30) days when any fifteen (15) members of the Provincial Executive Council presenting a petition in writing to the President of the Party requesting such meeting. Written notices of all meetings of all the Provincial Executive Council must be given to all members of the Provincial Executive Council who have submitted their addresses to the head office of the Party. A quorum for Provincial Executive Council meeting shall be thirty (30) members.

5. Any member in good standing of the Party not otherwise entitled to attend meetings of the Provincial Executive Council shall nevertheless be entitled to attend meetings of the Provincial Executive Council as an observer subject to such limitations or rules as the Executive Committee may from time to time determine or impose in this respect, but such an observer shall not be entitled to vote.

ARTICLE 8 EXECUTIVE COMMITTEE

1. Executive Committee

- a. The voting members of the Executive Committee shall consist of all those set forth in Article 7, paragraph 1a, b, c, d, e, f, g, as well as the President of the Young Progressive Conservatives of Newfoundland & Labrador and the President of the Progressive Conservative Women's Association of Newfoundland and Labrador.
- b. The non-voting members of the Executive Committee shall consist of those appointed to the Provincial Executive Council under Article 7-2, a representative from the Progressive Conservative Caucus of Newfoundland and Labrador, and the chairpersons of the following Standing Committees of the Party: Policy Committee, Finance Committee, Elections Committee, and Candidate Identification Committee. Non-voting members who are unable to attend a meeting of the Executive Committee may instead send a representative.

2. Duties of the Executive Committee

- a. The duties of the Executive Committee shall be such as are usually exercised by an Executive body and as may be assigned by the Provincial Executive Council.
- b. The funds of the Party shall be under the control of the Executive Committee. All funds must be deposited to and expenditures paid from one account held in the name of the Party.
- c. The Executive Committee shall have the power and it will be the Executive Committee's duty to make appointments to fill vacancies in the Party offices of the Vice-President, Treasurer, Secretary, and Regional Vice-Presidents created by virtue of death or resignation provided that such appointments shall not be for a period beyond the up-coming annual general meeting of the Party.
- d. The Executive Committee shall meet at least four (4) times annually.
- e. A quorum for Executive Committee meetings shall be ten (10) voting members.
- f. The Executive Committee shall meet prior to leadership conventions in order to establish rules for such leadership conventions.
- g. The President of the Party shall schedule an Executive Committee meeting and give notice of such meeting to all Executive Committee members, within fifteen (15) days of receiving a request in writing to schedule such a meeting from any ten (10) members of the Executive board.
- h. The Executive Committee may remove from the Executive Committee any member holding a position specified in Article 7-1b, c, d, e, f, or g provided that:
 - (i) The member is consistently absent from Executive Committee meetings and telephone conferences without sufficient reason, and does not carry out the work of the Executive Committee,
 - (ii) Adequate notices of the meeting at which such an action will be considered, and the proposed action, is provided to all members of the Executive Committee.

- (iii) Two-thirds of the Executive Committee voting members present at an Executive Meeting, which has quorum and for which notice as specified in Article 8-2h(ii) has been provided, approve of the action, and
- (iv) The Executive Committee had previously and in writing warned the members that such an action would be taken if the member continued to miss meetings and telephone conferences, and did not carry out the work of the Executive Committee.

Any member of the Executive Committee removed from office under this provision will not qualify as a past executive member under Article 7-1(m) with respect to the terminated term office.

ARTICLE 9 STEERING COMMITTEE

1. There shall be a Steering Committee of the Executive Committee, which shall consist of:
 - a. the Leader of the Party;
 - b. the President of the Party;
 - c. the Vice-President of the Party;
 - d. three of the Regional Vice-Presidents set forth in Article 7, paragraph 1e which three Regional Vice-Presidents in such manner as they deem appropriate and fair immediately following the election of the Regional Vice-Presidents at the annual general meeting of the Party;
 - e. the Secretary of the Party;
 - f. the Treasurer of the Party.
2. A meeting of the Steering Committee shall be at the call of the President of the Party but may also be called by any three or more members of the Steering Committee giving notice in writing to all other members of the Steering Committee.
3. A quorum for Steering Committee meetings shall be five (5) members.
4. The Steering Committee shall have the powers of the Executive Committee between the Executive Committee meetings except that the decisions of the Steering Committee shall be subject to review, alteration or cancellation by the Executive Committee. The Steering Committee shall forthwith send copies of the Minutes of each of its meetings to the Executive Committee.

5. There must be a minimum of six Executive and/or Steering Committee meetings each year, not including the standard change-over meeting held at the Annual General Meeting. Four of the six meetings must be Executive Committee meetings.

**ARTICLE 10 DUTIES OF THE OFFICE OF THE LEADER, PRESIDENT,
VICE PRESIDENT, REGIONAL VICE-PRESIDENT,
SECRETARY AND TREASURER.**

1. The Leader: The Leader shall be the chief public official of the Party and shall supervise and have responsibility for the policy administration of all aspects of the Party. He or she shall be an ex-officio member of all Committees of the Party. The leader shall be responsible for the vigorous promotion by the Party of the purpose, aims and objects of the Party.
2. The President: The President shall be the Chief Executive Officer of the Party and shall supervise and have responsibility for the management of the affairs and business of the Party and he or she shall preside at all meetings of the Party and be an ex-officio member of all Committees of the Party. The President shall be responsible for the vigorous promotion by the Party of the purpose, aims and objects of this Constitution. The President shall call and preside at all meetings of the Steering Committee, the Executive Committee and Provincial Executive Council.
3. The Vice-President: The Vice-President shall carry out duties as may be assigned by the Steering Committee, the Executive Committee or the President and Vice-President shall preside at all meetings of the Steering Committee, Executive Council and the Party in the absence of the President. The Vice-President shall assume the office of the President upon the death or resignation of the President.
4. Regional Vice-President: The Regional Vice-President shall represent the Provincial District Associations contained in their areas as defined from time to time by the Executive Committee and they shall perform such duties as may be assigned to them by the Executive Committee, the Steering Committee or the President.
5. The Secretary: The Secretary shall keep minutes of all meetings of the Party, the Provincial Executive Council, the Executive Committee and the Steering Committee. The Secretary shall keep and maintain all the books and records of the Party. The Secretary shall prepare all ordinary correspondence of the Party. The Secretary shall give notice of all meetings as required under this Constitution or by-law made under this Constitution.

6. The Treasurer: The Treasurer shall receive all monies, which are the property of the Party and shall keep an accurate record thereof. The Treasurer shall keep all invoices and shall maintain an accurate record of all expenses of the Party. The Treasurer shall keep and maintain banking books and records of the Party. The Treasurer shall submit a report to the President, the Provincial Executive Council or the Executive Committee whenever required to do so. The Treasurer shall submit the Party's books, accounts, and records annually for audit by the Party's auditors who shall be a chartered accountant or firm of chartered accountants. The Treasurer shall be the Chief Financial Officer of the Party.

ARTICLE 11 MEETING & CONVENTIONS

1. Annual General Meetings
- a. The annual general meeting of the Party shall be held once each calendar year following thirty (30) calendar days notice to all Provincial Executive Council Members who have filed their addresses with the head office of the Party and to all affiliated associations and groups as to its time and place. The Executive Committee shall be empowered to postpone the AGM if a provincial election or federal election or leadership convention intervenes or due to an emergency beyond the control of the executive, and to set a replacement date for the AGM.
- b. The agenda or order of business at the annual general meetings include the following:
- calling the meeting to order;
 - distribution and adoption of the minutes of the previous annual general meeting and distribution and adoption of the minutes of any special general meetings held subsequent to the last annual general meeting;
 - report of the President;
 - report of the Treasurer which shall included audited financial statements of the Party;
 - reports of the Committees;
 - special reports;
 - receiving and dealing with Resolutions;
 - general business;
 - election of officers;
 - election of auditors;
 - motions and notices of motions; and,
 - new business.

- b. Fifty (50) members of the Party in good standing in accordance with Article 5 who are registered delegates to the annual general meeting shall constitute the quorum at an annual general meeting.

2. Special General Meetings

Special general meetings of the Party may be called at any time, on any date and at any place within the Province of Newfoundland and Labrador deemed advisable by the Provincial Executive Council. Special general meetings shall be called by the Steering Committee upon the Steering Committee receiving written petition to call such a meeting signed by two-thirds of the members of the Provincial Executive Council. In each case, all affiliated associations and groups shall be given thirty (30) days notice of special general meetings. Fifty (50) members in good standing in accordance with Article 5 shall constitute the quorum at a special general meeting.

3. Leadership Conventions

- a. A leadership convention at which a Leader of the Party is elected shall be called by the Executive Committee at such time and on such date and at such place within the Province of Newfoundland and Labrador as it deems advisable where:
 - (i) the office of the Leader of the Party becomes vacant; or
 - (ii) the Leader of the Party requests that a leadership convention be held; or
 - (iii) subject to Article 15-2, the resolution “Do you wish to have a leadership convention” receives an affirmative majority vote at an annual general meeting or special general meeting.
- b. The Executive Committee shall not schedule a leadership convention earlier than ninety (90) days from the death or resignation of the Leader of the Party and elected delegates to a leadership convention shall be elected no earlier than ninety (90) days and not later than thirty (30) days prior to the date of the leadership.
- c. In the case where a Leadership Convention is scheduled in combination with an Annual General Meeting or Special General Meeting, the Leadership Convention rules for the timing of the selection of delegates and alternates shall apply, Article 6-2b(iii) notwithstanding.

4. Delegates

- a. Subject to payment of all reasonable fees or charges imposed in relation thereto, all delegates shall be entitled to attend and vote at annual general meetings, special general meetings and leadership conventions.
- c. The Executive Committee shall issue an observers status to any member of the Party to attend any annual general meeting, special general meeting or leadership convention subject to such limitations or rules as the Executive Committee may from time to time determine or impose.
- b. The Executive Committee may issue an observes status any member of the news media or other special person that the Executive Committee deems advisable to any annual general meeting, special general meeting or leadership convention subject to such limitations or rules as the Executive Committee may deem advisable or impose.
- c. Voting delegates at each annual general meeting and at each special general meeting and each leadership convention shall consist of the following:
 - (i) the President, the Vice-President, the Secretary and the Treasurer of each District Association together with seven (7) delegates from each District Association, one (1) of whom shall be an executive member of the District Association elected by the District Executive and six (6) delegates elected at large at a public meeting called and reasonably advertised in the public media for that purpose, and all such delegates shall be residents of the provincial district for which they are elected and/or members of the executive of the District Association provided that two (2) of the delegates must not be more than thirty (30) years of age and provided further that if there exists in the Provincial District a District Young Progressive Conservatives Association, then the two (2) delegates who are to be not more than thirty (30) years of age shall consist of the President of the Young Progressive Conservatives of Newfoundland & Labrador and one other who shall be elected at a public meeting of the District Young Progressive Conservatives' Association. If a person becomes a delegate under this Article 11- 4d (i) by virtue of his or her office, then such person will forfeit their delegate status under this 11-4d(i) and the delegate position created by such forfeiture shall be filled by a delegate at large elected at the aforesaid public meeting. Five (5) delegates shall be elected at large in accordance with such rules as may be established from time to time by the Executive Committee;

- (ii) the President, Vice-President, Secretary and Treasurer of the P.C. Women's Association, and the remainder of the at-large delegates (7) be chosen by random draw by the Executive of the P.C. Women's Association from ballots received from the 48 District Associations.
- (iii) the President and ten (10) executive members of the Young Progressive Conservatives of Newfoundland and Labrador,
- (iv) the President and four (4) delegates from each of the Associations set forth in Article 6-1(f) representing a campus with more than 1,000 registered full time students shall be entitled to one (1) extra delegate for each 1,000 registered full time students at that campus over and above the first 1,000 registered full time student at that campus provided further that no such Association may have more than eleven (11) delegates including the President and provided further that for such Associations that will have less than eleven (11) delegates, saving and excepting the President, all such delegates and alternatives shall be elected at a public meeting of such Associations, and provided further that for such Associations that will have eleven (11) delegates, the provisions set forth in Article 11-4d(i) shall apply mutatis mutandis to the selection of such delegates and provided further that alternates shall be elected on the basis of one (1) alternate for every two (2) delegates;
- (v) each member of the Provincial Executive Council.

5. The rules for the conduct of annual general meetings and special general meetings and leadership conventions shall be governed by the Roberts' Rules of Order, provided that if there is a conflict between the Roberts' Rules of Order and this Constitution, then this Constitution shall prevail.

6. The election of Regional Vice-Presidents shall be by eligible voting delegates who are residents of the regions, which the Regional Vice-Presidents will represent.

7. Each annual general meeting shall elect from the membership of the party the officers set forth in Article 7, paragraphs 1(b) and 1(d) to 1(g) and if not contested, the election of such officers shall be by acclamation.

8. Voting at Annual General Meetings, Special Meetings and Leadership Conventions.

a. The election of officers shall be by secret ballot.

b. The election of the Leader of the party shall be by secret ballot and shall be by

- majority vote.
- c. The vote on a Resolution asking delegates if they wish to have a leadership convention shall be by secret ballot.
 - d. In all other cases not set forth above, voting shall be by a show of hands except that a vote shall be by secret ballot on any matter if requested by fifty (50) or more delegates who rise in their places and request a secret ballot.
 - e. No delegate to an annual general meeting or special general meeting or leadership convention shall be entitled to more than one (1) vote even though such delegate may be present in more than one (1) representative capacity.
 - f. In the case of a tie vote on a motion or resolution, the motion or resolution fails.
 - g. In the case of a tie vote with respect to the election of an officer of the Party or the Leader of the Party, voting shall continue until there is a clear winner.
9. In the case of an Association set forth under Article 6-1(a) or (f) that, having followed all the established procedures for the election of delegates and alternates, is unable to select its full complement of delegates and alternates to an Annual General Meeting, the Executive Committee, in consultation with the executive of the affiliated association, shall have the authority to appoint sufficient persons to fill the vacant delegate and/or alternate positions. Only persons who meet all the qualification of a delegate for the affiliated association, other than being elected in a meeting of the affiliated association, may be appointed. In making such an appointment in a district with no district Progressive conservative Youth Federation Association, the executive committee shall ensure that at least two delegates are not more than 30 years of age. The Executive Committee is not authorized to appoint delegates to a Leadership Convention, or a Leadership Convention combined with an Annual General Meeting under this section.

ARTICLE 12, Section 1 SELECTION OF PARTY CANDIDATES

1. The Party Leader, in consultation with the District Association and the President of the Party shall call nominations prior to a general election or a by-election in each District. District Associations shall publish in the local media reasonable notice of the date and time at which nominations close and where nominations shall be filed and such notice shall not be less than two (2) days prior to the close of nominations.
2. In the event that more than one (1) person is nominated, then the party candidate shall be selected at one or more special meetings of the District Association called for that purpose and hereinafter call “Nominating Meetings”.

ARTICLE 12, Section 3

3. The Party Leader, in consultation with the District Association and President of the Party, shall schedule any required nominating meetings and shall determine the time, type and number of such meetings. District Associations shall publish in the local media reasonable notice of the date, time and place of such Nominating Meetings and the choice of media used and the length of the notice given shall be determined in consultation with the District Association.
4. Notwithstanding Article 12-1 and Article 12-3 the Party Leader in consultation with the President of the Party shall have emergency power to call for nominations to be filed, which shall be done as expeditiously as possible, but which shall not be less than twenty-four (24) hours from the time than an election was called and shall have emergency power to schedule nominating meetings if more than one (1) person files nomination documents, in districts where nomination meetings have not yet been held and an election has been called.
5. All persons seeking nomination in any Electoral District must file a nomination document in the form prescribed by the Executive Committee and at the time of filing such document deposit with the Progressive Conservative Party of Newfoundland and Labrador a non-refundable sum of money, the amount of which shall be determined from time to time by the Executive Committee and if there is a District Association the money is to be paid to the District Association.
6. Eligible voters entitled to vote for a person to be elected as the Party Candidate are those persons who are members of the District Association, ordinarily resident in the Electoral District at the date of the Nominating Meeting and who are not less than eighteen (18) years of age either at the date of the nominating meeting or at the date of the election, if the date of the election has been set.
7. Subject to Article 12-10, if only one (1) person files a nomination document in an Electoral district as set forth in Article 12-5, then that person, provided he or she supports the principles and aims of the Party, shall be the Party's candidate in the Electoral District by acclamation.
8. In Electoral Districts where only one (1) central nominating meeting will take place, then if more than one (1) person files a nomination document and no nominated person receives an absolute majority on the first ballot, further balloting shall be conducted until an absolute majority has been attained by one (1) nominated person. On each ballot those nominated persons having less than ten percent (10%) of the total vote cast together with the nominated person with lowest number of votes will be dropped and the remaining provided that a nominated person having less than ten percent (10%) of the total vote cast and the nominated person with the lowest number of votes may be the same person.

9. If there is to be more than one (1) nominating Meeting in an Electoral District, then if more than one (1) person files a nomination document, the nominated person who receives the largest number of votes of the total votes cast at all Nominating Meetings shall be the Party candidate in that District, notwithstanding the fact that the total number of votes received by the nominated person having the largest number of total votes cast represents only a plurality and not a majority of the total votes cast.

10. Notwithstanding anything in this Constitution, no person shall be the official Party candidate in any Electoral District in any election without the approval of the Leader.

11. In the case when an election has been called within eighteen months following the election as a member of the House of Assembly of a Party Candidate in a District in a previous by-election or general election, then the Party Leader in consultation with the Party President and District President, may declare such person to be the duly nominated party Candidate for the District in the upcoming election.

ARTICLE 13 AGE LIMITS AND RESIDENCY

1. Any person who supports the principles and aims of the Party and who has attained the age of sixteen (16) years is eligible to be elected to any office or position and is eligible to be appointed to any appointed office or position in the Party and in the District Association as well as to vote in the elections of officers thereof and to attend annual general meetings, special general meetings and leadership conventions as voting delegates.
2. All persons voting at District Association meetings shall be either residents of that District or members of the Executive of that District Association.
3. Eligible voters entitled to vote for a person to be elected as a Party Candidate shall be in accordance with Article 12-6.

ARTICLE 14 STANDING COMMITTEES

1. The Standing Committees of the Party shall be the Constitution Committee, the Finance Committee, the Credentials Committee, the Policy Committee, the Budget Committee, the Elections Committee, and the Candidates Identification Committee. The duties of the Standing Committee shall be as prescribed from time to time in the By-laws of the Party or by the Executive Committee.
2. The Leader of the Party shall appoint the chairpersons and members of the Policy Committee, the Finance Committee, the Elections Committee, and the Candidate Identification Committee. The President of the Party shall appoint the

chairpersons and members of the Budget Committee, the Credentials Committee, and the Constitution Committee.

3. Membership of the Finance Committee must include the President of the Party and Treasurer of the Party. Membership of the Budget Committee must include the Leader of the Party, the President of the Party, the Treasurer of the Party, and the chairperson of the Finance Committee. Membership of the Elections Committee must include the President of the Party.

ARTICLE 15 RESOLUTIONS AND MOTIONS

1. All resolutions and motions shall be in writing and shall have a proposer and seconder. Notice of all resolutions and motions must be given in writing to the head office of the Party at least thirty (30) days prior to an annual general meeting and at least fourteen (14) days prior to a special general meeting. Notwithstanding the notice requirements in this Article 15-1, a resolution or motion may be proposed at an annual general meeting or a special general meeting without notice provided that a majority of the voting delegates agree by vote to waive the notice requirements. The proposer and seconder of a resolution or motion must speak to the proposed resolution or motion. In order to be adopted or passed, all resolutions and motions must receive a majority vote.

2. Notwithstanding Article 15-1 any resolution under Article 11-3 a (iii) or any similar resolution or motion shall be in writing and notice thereof served on the Leader of the Party and on the President of the Party and a copy thereof together with written proof that the Leader of the Party and the President of the Party have received the same shall be filed at the head office of the Party at least thirty (30) days before the annual general meeting or special general meeting at which such resolution or motion will be proposed.

ARTICLE 16 BY-LAWS

1. Provided that written notice has been given to all members of the Provincial Executive Council, who have submitted their addresses to the Party head office, fourteen (14) days prior to a Provincial Executive Council meeting, then by-laws consistent with the Constitution may be made and adopted by the way of majority vote at such meeting of the Provincial Executive Council. By-laws made and adopted in accordance with this Article 16-1 must be ratified at the up-coming annual general meeting or at a special general meeting, but until then shall be valid and in effect.
2. By-laws consistent with this Constitution may be adopted by way of resolution or motion in accordance with Article 15-1.

ARTICLE 17 AMENDMENTS

Amendments to this Constitution may be made by a two-thirds majority affirmative vote at an annual general meeting or special general meeting provided that notice shall be given in writing of the proposed amendment together with a draft of the proposed amendment and the reasons for the proposed amendment to the President of the Party at least thirty (30) days prior to the annual general meeting or special general meeting at which the amendment will be proposed. All such proposed amendments will require a proposer and seconder who must speak with respect to the proposed amendment. Notice of all such proposed amendments must be given in writing before the annual general meeting or special general meeting to all delegates registered to attend the annual general meeting or special general meeting.

ARTICLE 18 COMMENCEMENT & SUCCESSION

This Constitution will commence and take effect on the day following the annual general meeting, 1992. The organization defined in this document is the successor of the organization entitled “The Progressive Conservative Association of Newfoundland and Labrador”. Any person or affiliated organization holding status or position with the former organization shall retain that status or position within the Party, subject to any articles of this Constitution which may apply.

BY-LAWS

1. Responsibilities of Affiliated Associations

All those Associations set forth in Article 6-1(a) and (f) of the Constitution will be required to adhere to the following guidelines for general meetings and communications with the Executive Committee.

- a. Associations are required to give fourteen days notice to the Executive Committee of any annual general meeting or delegate selection meeting.
- b. Associations should establish the date of annual general meetings and delegate selections meeting in consultation with the Regional Vice-president for the area so that a representative of the Executive Committee can attend the meeting.
- c. Associations will advertise an annual general meeting or delegate selection meeting at least once, seven days prior to the meeting. The form of advertising, the size, and the duration, shall be sufficient to attract prominent attention to the announcement of the meeting. Advertising shall include the following information:

- (i) the purpose, date, time, and location of the meeting;
 - (ii) the name and telephone number of contract person for the Association and,
 - (iii) requirements for identification.
- d. Associations are required to send the results of annual general meetings and delegates selection meetings to Provincial Headquarters within 30 days of the meeting. The following information must be provided.
- (i) the name, mailing address, telephone number, and position of every member of the Executive of the Association, including directors;
 - (ii) the name, mailing address, telephone number, and status of every delegate and alternate.
 - (iii) the name, mailing address, and telephone number of everyone in attendance at the meeting, on the form prescribed by the Executive Committee.

2. Identification of Members

Every person seeking to vote at an annual general meeting or delegate selection meeting of one of the Association's set forth in Article 6-1a and f in the Constitution must provide valid identification. Valid identification shall include, personal identification by three eligible voters approved by the impartial chairperson present at the meeting, or a driver's license with one of the following items or any two or more of the following items, which in combination clearly establish identity and address.

- a. Employee or Student I.D. card;
- b. Credit Card
- c. Social Insurance Card;
- d. Birth Certificate;
- e. Passport;
- f. Union Card;
- g. Utility, Charge card bill, or residence Receipt;
- h. MCP card.

3. Conduct of Meetings

- a. The Executive Committee shall publish guidelines for the conduct of leadership convention, annual general meeting, delegate selection meetings, and nomination meeting. Such guidelines will cover the area of concerns such as Voters Accreditation, Proceedings of Meetings, and Ballot Counting.
- b. All those Associations set forth in Article 6-1 (a) and (f) of the Constitution will be required to follow the guidelines established by the Executive Committee.

- c. The guidelines will be attached to the Constitution as appendices as follows:
- Appendix A - Rules for Leadership Conventions
 - Appendix B - Rules for Special Associations Meetings
 - Appendix C - Rules for Accreditation of Voters & Balloting

4. Organizational Structure

- a. In addition to those responsibilities and restrictions listed elsewhere in the Constitution or By-Laws, Appendix D describes the roles and responsibilities of the following offices and committees:
- Constitution Committee
 - Finance Committee
 - Credentials Committee
 - Budget Committee
 - Elections Committee
 - Policy Committee
 - Candidate Identification Committee
 - Leader's Office and Chief of Staff
 - Caucus and Caucus Representative
 - Executive Director
- b. The organizational structure of the Party is diagramed in Appendix E.

APPENDIX A

RULES FOR LEADERSHIP CONVENTION

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PART I - GENERAL

1. PURPOSE

These rules have been established under the By-Laws of the Progressive Conservative Party of Newfoundland & Labrador to govern the choosing of Leaders of the Progressive Conservative Party of Newfoundland & Labrador in a Leadership Convention.

2. DEFINITIONS

In this appendix, the following terms are used as defined below:

Party:	The Progressive Conservative Party of Newfoundland & Labrador.
Leader:	The Leader of the Progressive Conservative Party of Newfoundland & Labrador.
Constitution:	The Constitution of the Progressive Conservative Party of Newfoundland & Labrador.
Executive:	The Executive Committee of the Progressive Conservative Party of Newfoundland & Labrador to choose a new Leader for the Party.
Convention:	A meeting of the Progressive Conservative Party of Newfoundland & Labrador to choose a new Leader for the Party.
YPC:	Young Progressive Conservatives of Newfoundland & Labrador.

3. APPLICATION OF THE CONSTITUTION

The proceedings for delegate selection, annual general meetings of affiliated associations, and the operation of the Convention shall be governed by the Constitution, together with the constitution of each of its affiliated associations, including district association, youth groups, the Women's Association, and other accredited groups. The Constitution shall be the final authority in the case of conflict with the constitution of any of the other groups listed in this section.

4. CONVENTION COMMITTEE

The Executive shall establish a Convention Committee, chaired by two Co-chairperson. The Convention Committees shall have the general responsibility for all matters pertaining to the Convention. The Convention Committee shall establish the dates and times for the following milestones:

- the official start of the leadership campaign,
- the Convention,
- the close of nominations,
- the withdrawal of candidates,
- the submission of association executive lists,
- the submission of association delegates lists,
- the pre-registration of automatic ex-officio delegates,
- the pre-registration of other delegates and alternates,
- the registration of delegates and alternates at the Convention,
- the opening of hospitality suites at the Convention.

5. CONVENTION CO-CHAIRPERSONS

The Co-chairpersons of the Convention Committee shall have overall responsibility for the co-ordination and organization of the Convention Committee and the Convention. The Co-chairperson shall be entitled to engage legal counsel to provide continuing advice and assistance throughout the course of the pre-Convention and Convention activities.

6. RULES COMMITTEE

- A. Pursuant to the Constitution, the Provincial Executive shall appoint a Rules Committee to formulate the rules governing the appointment and selection of delegates, annual general meetings of affiliated associations, and the conduct of the Convention. The Rules Committee shall have a chairperson and not less than two or not more than four additional members. Challenges of decisions made by Convention committees or officers shall be decided by the Rules Committee. Appeals shall be in writing and shall be delivered to the Rules Chairperson within three days of the rendering of the decision, which is sought to be appealed. Additional procedures for the filing of an appeal are as set forth in Part I, Section 6C of these Rules.
- B. The Rules Committee shall be the final level of appeal from decisions of the Credentials Committee, Chief Electoral Officer, and other subcommittees formed by the Convention Committee or officers of the Convention unless otherwise specified herein.

C. Procedures for Appeal

- (1) All challenges must be directed in writing to the Chairperson of the Rules Committee at any reasonable time, within three days of a decision of a Convention committee or officer, or the events giving rise to the challenge.
- (2) A challenge concerning proceedings of a general meeting to select delegates for an affiliated association must be signed by a minimum of 10% of the voting members in attendance at the meeting.
- (3) An appeal, including appeals regarding general meetings for delegate selection, must designate an individual and address at which subsequent documents respecting the appeal may be served, and must designate a spokesperson authorized to speak on behalf of the members filing the appeal.
- (4) Upon receipt of an appeal, the Chairperson of the Rules Committee will provide not less than seven days notice to the designated spokesperson filing the appeal and other parties whose attendance is requested by the Chairperson of the Rules committee as to the time and place of the meeting to hear the appeal.
- (5) The parties to whom the notice described in paragraph (4) above are delivered may appear in person or be represented by a person appointed in writing. Each person or representative shall be given the opportunity to speak and present their position at the meeting, upon such terms and conditions as are deemed reasonably by the Chairperson of the Rules Committee.
- (6) All decisions of the Rules Committee shall be given in writing within three days.
- (7) Time allowances specified for appeals may be modified at the discretion of the Rules Committee Chairperson as circumstances dictate.

7. CREDENTIALS COMMITTEE

The Credentials Committee of the Party shall make all determinations concerning the issuing of credentials for delegates to the Convention and shall accredit the candidates applying to run for leader of the Party. The decisions of the Credentials Committee may be appealed to the Rules Committee.

8. CHIEF ELECTORAL OFFICER AND ELECTORAL OFFICERS

- A. The Chief Electoral Officer will be appointed by the Convention Committee. The Regional Vice-presidents of the Party or their designates shall be the Electoral Officers. Additional Electoral Officers may be appointed by the Chief Electoral Officer.
- B. The Chief Electoral Officer and Electoral Officers shall have responsibility for the conduct of all delegates selection meetings and annual general meetings of affiliated associations. The Chief Electoral Officer shall also have the responsibility for the conduct and administration of balloting at the Convention.
- C. The Chief Electoral Officer shall have the authority to appoint deputy returning officers, poll clerks, security persons and such other individuals as required to assist the Electoral Officers in the discharge of their duties in respect of the delegates selection meetings, and annual general meetings of affiliated associations, and the conduct of the voting at the Convention.

8. CANDIDATE LIAISON COMMITTEE

The Convention Committee shall appoint a Candidate Liaison Committee chaired by a Chairperson. The Candidate Liaison Committee shall have at least one other member but not more than two additional members. The Committee shall be responsible to see that all Candidates are well informed and to discuss and advise on the overall requirements as established by the Rules Committee and other Convention committees.

9. FINANCIAL COMPLIANCE COMMITTEE

The Convention Committee shall appoint a Finance Compliance Committee chaired by a Chairperson. The Finance Compliance Committee shall have at least one other member. The committee shall be responsible for ensuring Candidates abide by the rules established by the Rules Committee with regard to contributions and expenses.

10. LOCAL ORGANIZING COMMITTEE

A Local Organizing Committee shall be appointed and shall be responsible to the Convention Committee for local preparation for the Convention.

11. HOSPITALITY CHAIRPERSON

The Hospitality Chairperson will have responsibility for policing the operation of hospitality suites and shall have the authority, in appropriate circumstances, to order a hospitality suite closed should candidates fail to obey the rules and procedures for the operation of hospitality suites. The Hospitality Chairperson shall be appointed by the Convention Committee.

12. ADDITIONAL RULES

The Rules Committee may from time to time make additional rules with respect to the administration of the Convention as it sees fit. The rules shall have full force and effect once they are approved by the Rules Committee and may, at the discretion of the Rules Committee, be deemed to be retroactive.

PART II - NOMINATIONS AND CANDIDATE ACCREDITATION

1. CANDIDATE QUALIFICATIONS

Any person who wishes to be a candidate for Leader shall meet the following conditions in order to be accredited as a candidate.

- A. The candidate shall apply in writing, on a form provided by the Rules Committee, to be designated an accredited candidate;
- B. The candidate shall abide by the Constitution;
- C. The candidate must file with the Chief Electoral Officer a nomination form containing the signatures of fifty individuals who are members of the Party on or before the date of close of nomination established by the Convention Committee.
- D. A deposit in the form of a certified cheque in the amount of five thousand dollars (\$5,000) made payable to the Party shall accompany the nomination papers. This deposit shall be non-refundable and utilized for the administration costs of the Convention.
- E. The candidate shall sign an undertaking to abide by the Constitution, the rules and regulations of the Convention, as well as providing any undertaking to hold the Party, and all its agencies and agents, harmless from claims, suits, demands, and loss or damage which may arise as a result of the candidate's campaign for Leader.
- F. The nomination papers shall indicate the consent of the person whose name appears therein to be a candidate.
- G. Only candidates accredited in accordance with Part II, Section 1 shall be entitled to have their name on the ballot for Leader at the Convention.

2. NOMINATIONS

- A. The candidate's nomination papers shall be filed with the Chief Electoral Officer at the Provincial Headquarters of the Party no later than the time and date established for that purpose by the Convention Committee.
- B. The Chief Electoral Officer shall forward any nominations received, as soon as possible, to the Chairperson of the Credentials Committee. The Chairperson of the Credentials Committee shall certify to the Chief Electoral Officer whether the nomination papers were in accordance with the requirement of Part II, Section I.
- C. If any candidate has not met the conditions for accreditation, the Chairperson of the Credentials Committee shall so notify the Chief Electoral Officer. The Chief Electoral Officer shall forthwith notify the candidate of his/her Official Agent that he/she has not met the conditions for accreditation as set forth in these rules.
- D. As soon as possible after nominations close, the Co-chairpersons of the Convention shall announce then names of all candidates properly nominated.
- E. Any candidate wishing to withdraw at any time after the close of nominations may do so by advising the Chief Electoral Officer in writing of his/her withdrawal prior to the date set for that purpose by the Convention Committee. If such a notice is not received prior to that time, the candidate's name will appear on the ballot at the Convention. The Chief Electoral shall notify the Co-chairperson who shall inform the Convention of any withdrawal of a candidate.
- F. The nomination papers of the candidate shall designate an Official Agent and shall contain the consent of the Official Agent to act as agent of the candidate. The Official Agent shall be a member in good standing of the Party.

3. CANDIDATE'S ENTITLEMENT

An accredited candidate is entitled to:

- A. Receive a list of automatic ex-officio delegates to the convention;
- B. Receive a list of district association executive and directors;
- C. Receive a list of the members of the Executive;
- D. Receive a list of the president and executive officers of recognized YPC district associations, post-secondary campus YPC clubs, Progressive Conservative Women's Associations, and other affiliated associations entitled to elect delegates to the Convention.

- E. Receive a list of delegates and alternate delegates, which will be made available from time to time as determined by the Convention Committee;
- F. Be represented at appropriate meetings of any committees of the Convention at which representatives of the candidates have been requested to attend;
- G. Be provided with the authority to use, without charge, the Convention and Party logos on all materials and advertising for and during the leadership convention.
- H. Be provided with notice of scheduled annual general meetings and delegates selection meetings of affiliated associations.

PART III - DELEGATE SELECTION

1. ANNUAL GENERAL MEETINGS & DELEGATES SELECTION MEETINGS

- A. If the annual general meeting of an affiliated association is to be held during a leadership campaign, it shall be held in accordance with the dates set down in the Constitution. Any such affiliated association shall provide a minimum of fourteen days notice to the Chief Electoral Officers of the holding of an annual general meeting.
- B. The general membership meeting for delegate selection for all affiliated associations shall be within the time span established by the Constitution for the selection of delegates and alternates to leadership conventions. Affiliated association shall provide a minimum of fourteen days notice to the Chief Electoral Officer or Electoral Officers of the holding of a delegate selection meeting.
- C. The date of annual general meetings and delegate selection meetings must be established in consultation with the Chief Electoral Officer of Electoral Officers.
- D. The Chief Electoral Officer or Electoral Officer shall confirm acceptance of the proposed date or alternative date with the President of the affiliated association.
- E. The affiliated association shall endeavor to provide a notice of the annual general meeting and general membership meeting to select delegates to each of its members. The affiliated association shall, in any event, give as much notice of these meetings to its members as possible.

- F. In addition to any notice, which the affiliated association may provide to its members, the association shall advertise, a minimum of once, seven days prior to each meeting. The form of advertising, the size, and the duration, shall be sufficient to attract prominent attention to the announcement of the meeting having a general circulation in the constituency, a notice which shall contain the following information:
- (1) The purpose, date and location of the meeting;
 - (2) The name and telephone number of the secretary of the affiliated association;
 - (3) Requirements for identification of voters as specified in By-Law 2 of the Constitution of the Party;
 - (4) Such other information, which is of such a nature as to encourage all members of the affiliated association to participate in the delegate selection process or annual meeting.
- G. The Rules Committee may prescribe the form of advertisements to be placed by the affiliated association. In any event, the size of the advertisement placed by the association should be of such a nature as to attract prominent attention to the announcement of the general membership meeting for delegate selection and the annual general meeting.
- H. At every annual general meeting of affiliated associations and every general membership meeting to select delegates, an authorized representative of the Chief Electoral Officer shall be present, who shall have general supervision of the procedure for the selection of delegates, and election of officers of the affiliated association.
- I. The Chief Electoral Officer will convey, in writing, to the affiliated association the appropriate voting procedures and rules of conduct for voting.

2. ELIGIBILITY TO VOTE OR SEEK DELEGATE STATUS

- A. In order to be able to vote, or seek delegate status at a delegate selection meeting or annual general meeting, a person shall:
- (1) Be a member in good standing to the affiliated association;
 - (2) Be a Canadian citizen or permanent resident of Canada;
 - (3) Have attained the age of 16 years as of the date of the delegate selection meeting;
 - (4) In the case of district association meeting, the person shall be a resident of the provincial electoral district or a member of the district association executive.
- B. In order to be entitled to vote, a person must present personal identification with proof of residency at the meeting, as detailed in By-Law 2 of the Constitution of the Party. A person who is unable to provide the above evidence and identification shall not be entitled to vote or run as delegate or officer.

- C. No member of the Party shall be entitled to vote at more than one delegate selection meeting. For example, should a person be a member of a YPC post-secondary campus club, as well as a member of a district association, that individual shall only be entitled to vote at the delegate selection meeting of one of the organizations of which he/she is a member. A member may be required to declare, in writing, at the time of voting that he/she has not voted at any other delegate selection meeting.

3. EXECUTIVE & DELEGATES LISTS

- A. The secretary of every district association must, no later than the date set for that purpose by the Convention Committee, supply to the Convention Committee a verified and complete list of the members of the executive of the association. Failure to provide this list may result in the Convention Committee disallowing the automatic delegate status of members of the executive of the district association.
- B. The secretary of every other affiliated association must, no later than the date set for that purpose by the Convention Committee, supply to the Convention Committee a verified and complete list of the members of the executive of the association. Failure to provide this list prior to the date established may result in the Convention Committee disallowing the automatic delegates status of members of the executive of the affiliated association.
- C. A complete list of delegates to the Convention must be submitted to the Convention Committee not later than the date established for that purpose by the Convention Committee.

4. DISTRICT ASSOCIATIONS

- A. Each district association of the party shall be entitled to send to the Convention 11 delegates and 5 alternates as per Article 11, Section 4, Subsection d (i) of the Constitution.
- B. The election of officers, delegates and alternates shall be by secret ballot of those members of the district association in good standing. Additional rules concerning the conduct of elections and delegate selection meetings shall be provided by the Chief Electoral Officer prior to the commencement of those meetings.
- C. An individual to be elected as an officer must be in attendance at the annual general meeting or have provided, in writing properly signed and witnessed, a declaration of his/her willingness to stand for election.

- D. An individual to be selected as a delegate or alternate must be in attendance at the general membership meeting for delegate selection or have provided, in writing properly signed and witnessed, a declaration of his/her willingness to stand for election as a delegate or alternate.
- E. As individuals put forth their names as potential officers or delegates, their names shall be displayed prominently at the front of the meeting room so that all present and entitled to vote will be able to inspect the list of candidates prior to casting their ballots.
- F. Following the selection of the delegates, the five unsuccessful candidates receiving the most votes shall be listed in order of number of votes obtained from one to five. These individuals shall be alternates. Should it become necessary for a constituency association to upgrade an alternate to delegate status, it shall be done in the order of the number of votes obtained with the alternate delegate who has achieved the highest number of votes being the first to become a delegate. In the event one or more alternate delegates have achieved an equal number of votes, those alternate delegates shall be ranked by random draw.
- G. Each member of the association shall be allowed to cast one vote for each available delegate position at a delegate selection meeting. At an annual general meeting, each member of the association shall be allowed to cast one vote for each executive position.
- H. The secretary of the constituency association shall keep a list, including mailing addresses and phone numbers, of all those who have voted at annual meeting and general meeting for delegate selection. The secretary shall forward the list together with a list of officers, delegates and alternates to the Convention Committee.

5. YPC DISTRICT ASSOCIATIONS & POST-SECONDARY CAMPUS CLUBS

Those YPC district associations and post-secondary campus clubs which comply with the Constitution shall be entitled to send delegates and alternates to the Convention in accordance with and in the numbers established under the Constitution.

6. PROGRESSIVE CONSERVATIVE WOMEN'S ASSOCIATION & YPC

The Progressive Conservative Women's Association and YPC shall be entitled to select and send delegates to the Convention in accordance with the Constitution.

7. MEMBERS WHO ARE AUTOMATIC DELEGATES

The following shall be automatic delegates to the convention:

- A. All members of the Executive Council as defined in the Constitution;
- B. The President of each of the 48 district associations
- C. The Vice-president (or 1st Vice-president) of each of the 48 district associations.
- D. The Secretary of each of the 48 district associations.
- E. The Treasure of each of the 48 district associations.
- F. One other member of the executive of each of the 48 district associations, elected by the members of the district association. Persons eligible to vote or run for this position include:
 - (1) The Past-president;
 - (2) A Director or another official member of the executive who was elected to his/her position at the annual meeting of the district association.
- G. For the purpose of Section 7F, the past-president is defined as the person who last completed the term of president and did not resign from the position of president. A current president cannot resign to become past-president and remove the current past-president from the executive.
- H. The list of members of the district executive must be submitted to the Party in accordance with Part III, Section 3A, or the automatic status of the members of the executive will be revoked. The name of the member of the executive elected under Section 7 F must be indicated in the same submission.
- I. If any executive position is vacant, or a member of the executive holds another office within the Party, which has automatic delegates status, the delegate position will be filled by the election of an additional delegate at the delegate selection meeting.

PART IV - OFFICIAL AGENT AND SPENDING LIMITS

1. OFFICIAL AGENT

- A. Each candidate, on his/her nomination form, must appoint an Official Agent.

- B. The Official Agent shall provide an address at which any notification to the candidate may be sent. Notification of the Official Agent at the address supplied should be deemed to be notification of the candidate.
- C. The Official Agent shall be responsible for supplying the Convention Committee with such reports as may be required from time to time and, in particular, for supplying reports concerning the compliance of the candidate with the financial limitations put in place by the Convention Committee.
- D. The Official Agent shall be a member in good standing of the Party.
- E. Every candidate shall appoint an Official Agent at the time of the public declaration of his/her candidacy.
- F. The Official Agent shall open an account (“the campaign account”) at a recognized financial institution into which all revenues will be deposited and from which all payments will be made. This account will be used only for transactions dealing with the conduct or management of the candidates’ campaign and shall have deposited to it all funds obtained for the purpose of the conduct or management of the candidate’s campaign.
- G. No money shall be used for any purpose in any way related to the conduct or management of the candidate’s campaign unless it has first been deposited in the campaign account. All disbursements used for any purpose related to the conduct or management of the candidate’s, except petty cash expenses authorized by the Official Agent and less than \$50.00 on each occasion, must be made by cheques drawn on this account. All disbursements from the campaign account must be related to the conduct and management of the candidate’s campaign.
- H. Petty cash disbursements shall be authorized only by the Official Agent and shall be documented including receipts for items purchased.
- I. The Official Agent will receive all contributions to the campaign. Contribution of goods and services must be received by and accounted for by the Official Agent. Every candidate shall provide to his/her Official Agent, a list of expenses relating to the conduct and management of the candidate’s campaign incurred from the date set by the Convention Committee as the official start of the leadership campaign to the date of the candidate’s public declaration of candidacy and appointment of the Office Agent.
- J. The Official Agent is the only person authorized to pay campaign expenses.

2. FINANCIAL

- A. The maximum amount to be spent by any candidate, including the value of donated goods and services, shall not exceed \$200,000.
- B. Notwithstanding the provisions found in paragraph A, the Convention Committee, on or before a date set for that purpose by the Convention Committee, shall monitor the costs incurred by candidates to that point and may, at that time, revise the applicable spending limits in accordance with the actual experience of the candidates.
- C. The Official Agent of each candidate shall, on a monthly basis, supply the Financial Compliance Chairperson with a detailed accounting of the expenses of the candidate incurred during the month.
- D. The first such report, on a form to be supplied by the Financial Compliance Chairperson, shall be filed within 10 days of the Candidates Official Nomination. The first such report shall cover any expense incurred by the candidate prior to the date of Nomination. Subsequent reports shall be filed monthly within 10 days of the last day of the proceeding month.
- E. The Financial Compliance Chairperson shall be appointed by the Rules Committee.

3. CANDIDATES DISQUALIFICATION

- A. Failure of a candidate to comply with any of the rules and regulations of the Convention may result in the Rules Committee disqualifying a candidate and requiring his/her name be removed from any ballot at the Convention.
- B. Any candidate found to have breached any of the rules of the Convention may be subject to fines, discipline, or other reprimands at the discretion of the Rules Committee.

4. AUDITOR

- A. Each candidate shall, at the time of the public declaration of his/her candidacy, appoint an Auditor who is a licensed public accountant under the provisions of the Public Accountants Act of Newfoundland and Labrador.
- B. The Auditor must sign a statement accepting the position as Auditor in the form prescribed by these rules. A candidate's nomination papers will not be accepted unless they are accompanied by the Auditor's signed declaration of acceptance of appointment.
- C. The Auditor must examine the books, records, invoices, bank statements, and negotiated cheques of the candidate's campaign and perform such tests and

verifications as he deems necessary to enable him to complete the report as prescribed in these Rules.

- D. The Auditor must complete a report to the Official Agent stating whether in his/her opinion the return of the Official Agent presents fairly the financial transactions required to be detailed in the report. This report must be attached to both the Official Agent's Monthly Reports and the Official Agent's Final Report.

5. CAMPAIGN EXPENSES

- A. As set forth in these Rules, no candidate shall have "campaign expenses", as defined herein, of more than \$200,000.
- B. "Campaign expenses" are amounts paid, liabilities incurred, the commercial values of goods and services donated and the differences between amount paid or liabilities incurred, whether billed or unbilled and the commercial value thereof for the purpose of promoting a candidate's election as Leader, provided that such amount are paid, liabilities incurred, whether billed or unbilled, or goods and services donated at any time from April 15th, 1991 through to and including the last date of the Convention.
- C. The value of goods and services provided is to be recorded at the commercial value of those goods and services, when discounts are not available to other customers in the normal course of trade. The value of such discounts shall be recorded as a campaign donation and a campaign expense.
- D. Goods and services provided without charge by a person who normally provided them in the normal course of business shall be recorded as a campaign donation and campaign expense.
- E. The following are not campaign expenses:
- (1) Volunteer labour, being services provided free of charge by persons who are not self-employed, outside their normal working hours, and services provided free of charge by self-employed person, provided that they do not normally sell or otherwise charge for those services;
 - (2) The candidate's deposit filed with his/her nomination papers.

- F. The Official Agent of each candidate shall file in the form prescribed by these rules an Official Agent's Final Return signed by the Official Agent and the candidate setting out the amount of the campaign contributions received and the campaign expenses paid from the campaign account in accordance with these aforementioned Rules. The final such report shall be filed no later than the date set for that purpose by the Convention Committee.
- G. The determination as to whether the campaign expense rules have been breached by a candidate shall be made by the Rules Committee and they shall have the advice of The Chief Electoral Officer and Financial Compliance Chairperson with regards to compliance.
- H. Any monetary amounts remaining in the campaign account following payment of all campaign expenses shall be donated to the Party.
- I. No candidate shall be allowed to operate his/her campaign in a deficit position. All goods and services must be paid for at time of purchase or upon receipt of goods and services, and shall not be obtained on credit.

6. CONTRIBUTIONS

- A. Every candidate shall provide his/her Official Agent with a list of contributions to his/her campaign, no matter when received.
- B. The Official Agent, after appointment, shall receive all contributions to the campaign.
- C. Contributions shall include all monetary contribution in any way related to the conduct or management of the candidate's campaign and the commercial value of goods and services donated to the campaign.
- D. A list of all contributions shall be supplied by the Official Agent on the Official Agent's Monthly Return.
- E. No contribution of an amount greater than \$10,000 shall be accepted by the Official Agent on behalf of the candidate from one individual.

7. DISCLOSURE

- A. The record of all expenses of candidates will be made public by the Convention Committee.
- B. The Official Agent's Monthly Returns and the Official Agent's Final Return shall be kept on file at the Convention Committee Office and the expenses portion shall be available for review by the public during normal business hours.

8. CANDIDATE EVENTS

- A. Each accredited candidate may, no sooner than the date and time set for that purpose by the Convention Committee, open a hospitality suite in each of the “official” Convention hotels. A list of the “official” Convention hotels shall be supplied to the accredited candidates two weeks prior to the start of the Convention.
- B. No candidate may incur any expenses for hospitality, including but not limited to, the provision, directly or indirectly, of any entertainment, food, beverage or other inducement to delegates from 6:00 AM on the day of balloting to the close of balloting on the final ballot of the Convention.

PART V CONVENTION PROCEEDINGS

1. HOSPITALITY SUITES

- A. Each accredited candidate may have no more than one hospitality suite. This hospitality suite must be in one of the “official” hotels, unless the candidate received prior approval from the Convention Committee for a hospitality suite in a location other than one of the official hotels.
- B. The hours of operation of the hospitality suites shall be from noon to midnight on non-voting days at the Convention and from close of balloting on the final ballot until 2:00 AM on the day of balloting.
- C. Detailed operating procedures for the hospitality suites shall be the responsibility of the Hospitality Chairperson.
- D. Candidates may sponsor events outside of the “official” Convention hotels, but such events must not contravene the Rules established by the Rules Committee.

2. CONVENTION FACILITIES

- A. Where choices for common facilities are available, the selection of those facilities shall be done by random lot supervised by the Chairperson of the Candidate Liaison Committee or his/her designate.
- B. In general, the Chairperson of the Candidate Liaison Committee shall endeavor, through meetings with representatives of the candidate, to reach a consensus in respect to the shared use of facilities.
- C. Where a consensus is not possible, the decision of the utilization of facilities shall rest

- with the Chairperson of the Candidate Liaison Committee.
- D. The choice of candidate locations in this Convention location shall be done by a random draw four weeks prior to the Convention.
 - E. Candidates shall have exclusive use of their assignee space in the Convention location.
 - F. Other available space for signage shall be apportioned following discussions between the Candidate Liaison Committee and the candidate. If a consensus cannot be reached in regard thereto, the space shall be apportioned in such manner as the Chairperson of the Candidate Liaison Committee deems to be equitable.
 - G. The decoration of hotels and areas outside of the Conventions location will not be allocated by the Convention Committee. Signage restrictions and/or methods of application will be the discretion of the management of the hotel. However, the Chairperson of the Candidate Liaison Committee shall hear any complaints in regard to any activities concerning those spaces and shall render decisions thereto.

3. ALTERNATE DELEGATES

If at close of registration an eligible delegate has not registered, and an alternate eligible for the delegate position has registered, that alternate will become accredited as a delegate, prior to the commencement of balloting. All candidates will be notified of alternates who have become accredited as delegates.

4. DELEGATE AND ALTERNATE REGISTRATION

- A. Automatic Ex-officio delegates must pre-register with the Convention Committee by the date set by the Convention Committee for that purpose. Pre-registration will include payment of the registration fee and a deposit on all hotel rooms booked.
- B. All other delegates and alternates must pre-register by the date set by the Convention Committee for that purpose.
- C. Any delegate or alternate who has not pre-registered by the appointed time, may be prevented from registering for the Convention at the discretion of the Convention Committee.
- D. Delegates and alternates must register at the Convention prior to the date and time set for that purpose by the Convention Committee. Any delegates who do not register prior to that time shall not be entitled to register and vote. Any alternate who does not register prior to that time shall not be entitled to register nor to become a delegate.

5. NOMINATION SPEECHES

- A. The order of speaking of accredited candidates shall be determined by lot four weeks prior to the Convention. The Chairperson of the Candidate Liaison Committee shall preside over the choice of speaking order, which shall be a public event.
- B. The Convention Committee will set a time limit for the nomination speeches, floor demonstrations, and speeches of candidate. Candidates may utilize this in any manner in which they choose.
- C. Candidates will be notified when there is two minutes remaining in their allotted time. A further notification will be given when their allotted time has elapsed. The podium microphone will be shut off 30 seconds after this final notifications.

6. DEMONSTRATIONS

- A. The detailed rules and procedures for candidate demonstrations shall be developed in consultation with the candidates through the Candidate Liaison Committee.
- B. In the event that a consensus cannot be reached, the Chairperson of the Candidate Liaison Committee shall recommend to the Rules Committee the detailed rules and procedures regarding demonstrations.
- C. The Rules Committee, as its discretion, shall determine the rules and procedures to be followed in respect of such demonstrations.

7. RECORDING CONVERSATIONS

During the Convention no holder of an identification badge may use any concealed recording device to record a conversation where any party to the conversation is unaware that the conversation is being recorded.

8. ENTITLEMENT TO VOTE

- A. Only a properly accredited delegate whose name appears on the Official Voters List, as certified by the Credentials Committee, shall be entitled to vote at the Convention.
- B. A delegate shall have one vote on each ballot at the Convention.
- C. A ballot shall be rejected if:
 - (1) It was not supplied by the Chief Electoral Officer;
 - (2) It was not marked for any candidate;

- (3) It was marked for more than one candidate;
- (4) It was so marked as to render it uncertain for which candidate the delegate has voted;
- (5) Upon if there is any writing or marking by which the delegate can be identified.

9. BALLOTING PROCEDURES

- A. Where not otherwise specified in these rules, the procedures for balloting shall be determined by the Chief Electoral Officer.
- B. Immediately the first ballot commences, no delegates shall be entitled to be heard from the floor. Any complaint or grievance relating to any alleged voting irregularity or any other matter pertaining to the election shall be made to the Chief Electoral Officer. The decision of such a complaint or grievance shall be made by the Chief Electoral Officer in consultation with the Co-chairpersons of the Convention. Such decisions shall be final and binding and there shall be no appeal from the decision of the Chief Electoral Officer.
- C. The Chief Electoral Officer shall explain the voting procedures to the delegates assembled on the Convention floor prior to the commencement of the first ballot.
- D. The election of the Leader will be by secret ballot. Delegates shall be presented with a ballot which shall be deposited, in the form and manner and prescribed by the Chief Electoral Officer, in the appropriate ballot box.
- E. The Chief Electoral Officer shall, through the Co-chairpersons of the Convention, notify the delegates that there is five minutes remaining for ballots to be cast. When that time passes, the voting area shall be sealed and no delegates shall be allowed to enter to cast their ballot, but any delegates present in the voting area shall be entitled to vote.

10. BALLOTING

- A. There shall appear, on the first ballot, the names of all accredited candidates as the date set for the withdrawal of candidates.
- B. Any candidate receiving less than 50 votes on the first ballot shall not be entitled to have his/her name appear on subsequent ballots.
- C. A candidate receiving the lowest number of votes on any ballot shall not be entitled to have his/her name appear on any subsequent ballots.

- D. In the event of a tie vote between two candidates receiving the lowest number of votes, both candidates shall be entitled to have their name appear on the next ballot, unless each candidate has polled less than fifty votes in which case both shall be dropped.
- E. A period of twenty minutes shall be allowed after the announcement of the results of each ballot for the purpose of allowing the withdrawal of any candidate. In order to withdraw, a candidate shall notify the Chief Electoral Officer of their intention not to allow their name to go forward on the next ballot. The Chief Electoral Officer will then notify the Co-chairperson of the Convention of withdrawal of the candidate. The Co-chairperson will then notify the candidate's withdrawal. Failure to comply with this time limit will result in the candidate's name appearing on the next ballot.
- F. Balloting shall continue until one candidate obtains an absolute majority of the ballots cast in a ballot.
- G. An absolute majority shall mean more than 50 % of the valid ballots cast on any particular ballot.
- H. If the final two candidates on the ballot receive an equal number of votes, there shall be another ballot.

11. SCRUTINEERS

- A. Each accredited candidate shall be entitled to have five scrutineers in the counting room.
- B. The scrutineers of any accredited candidate shall be entitled to observe the procedures adopted by the Chief Electoral Officer for the counting of ballots.
- C. During balloting, scrutineers shall remain in their assigned positions and shall not speak to or in any other way communicate or interfere with delegates. Any scrutineer violating this rule, shall, at the discretion of the Chief Electoral Officer, be removed from the voting area and have their credentials revoked.
- D. One scrutineer for each candidate on the ballot shall be entitled to be present when the Chief Electoral Officer, in consultation with such other officials as he deems appropriate, consolidates the individual tallies to present a final vote count.
- E. All scrutineers, volunteers. Convention officials and other individuals present in the voting area at the conclusion of voting shall remain in that area until the results of the ballot are announced unless given specific permission by the Chief Electoral Officer to leave the area.

- F. The chief Electoral officer shall determine and verify the results of each ballot. He shall convey, in a sealed envelope, to the Convention Co-chairpersons the result of the ballot. The Convention Co-chairpersons shall announce the results to the Convention.

12. ACCESS TO CONVENTION FLOOR

- A. On balloting day, delegates, alternates, agents of the accredited candidates, accredited media, and Convention committee members shall be the only individuals allowed access to the Convention floor.
- B. Each candidate shall be entitled, for the purpose of floor organization, to designate 25 individuals as agents. Those individuals, at the registration process, shall have their credentials clearly identified as agents. When they have received those credentials they shall be entitled access to the floor.
- C. Each candidate shall provide a list of his/her agents to the Convention Committee no later than two weeks prior to the Convention.
- D. The Convention Committee will make arrangements for observers to view the proceedings of the Convention, but such observes shall not be allowed to participate in the proceedings of the Convention in any manner.

FORM "A" - NOMINATION PAPERS

To: Chief Electoral Officer
 Leadership Convention
 Progressive Conservative Party of
 Newfoundland & Labrador

Dear

Attached hereto is the Candidate Nomination Form relative to my candidacy for the Leadership of the Progressive Conservative Party of Newfoundland & Labrador.

I enclose herewith a certified cheque in the amount of \$5,000.00, payable to the Progressive Conservative Party of Newfoundland & Labrador.

I hereby confirm and agree that \$5,000.00 of the above amount shall be a non-refundable deposit to be used by the Convention Committee to defray the cost of its operation.

I undertake to hold and save the Progressive Conservative Party of Newfoundland & Labrador, and all of its agencies and agents, harmless from any and all claims, suits, demands, losses or damages which may arise as a result of my campaign for the Leadership Party.

I undertake to abide by the Constitution of the Progressive Conservative Party of Newfoundland & Labrador, as well as any and all rules and regulations governing the conduct of candidates during the delegate selection process and the convention to choose the leader.

I also have attached hereto to this my nomination form the name of my Auditor and my Official Agent together with the official address for service of notices on my Auditor and my Official Agent.

Finally, I do hereby consent to my name being placed in nomination for Leadership of the Progressive Conservative Party of Newfoundland & Labrador at a Convention to be held on _____ at _____ in the Province of Newfoundland and Labrador.

Dated this _____ day of _____, 20__.

 CANDIDATE

 WITNESS

FORM "C" - Official Agent Consent

TO: Chief Electoral Officer
 Leadership Convention
 Progressive Conservative Party
 of Newfoundland and Labrador

Dear

I, the undersigned hereby agree to serve as the Official Agent for _____
 in the forthcoming convention to choose a Leader of the Progressive Conservative Party of
 Newfoundland & Labrador.

I hereby confirm that I am a member in good standing of the Progressive Conservative Party of
 Newfoundland & Labrador.

I understand that as the Official Agent of the candidate I am responsible for the duties as outlined in
 the Rules governing the Convention.

The Official address for service of any documents and notices upon the candidate is:

Signed at _____ this _____ day of _____, 20 __.

 WITNESS

 OFFICIAL AGENT

FORM "D" – Auditor's Consent

TO: Chief Electoral Officer
Leadership Convention
Progressive Conservative Party
of Newfoundland and Labrador

Dear

I, the undersigned, hereby agree to serve as Auditor for _____
in the forthcoming Convention to choose a Leader of the Progressive Conservative Party of
Newfoundland & Labrador.

I understand that as the Auditor of the candidate, I am responsible for the duties as outlined in the
rules governing the Convention.

The official address for service of any documents and notices upon the Auditor is:

Signed at _____ this _____ day of _____, 20__.

WITNESS

AUDITOR

FORM "E" - Monthly ReturnOFFICIAL AGENT'S MONTHLY RETURN FOR _____.
PROGRESSIVE CONSERVATIVE LEADERSHIP CONVENTION

Name of Candidate: _____

Name of Official Agent: _____

Total campaign contributions: _____

(Schedule "A")

LESS

Campaign Expenses: _____

(Schedule "B")

I, _____, a candidate for the Leadership of the Progressive Conservative Party of Newfoundland & Labrador, hereby make oath and say that the within return represents to the best of my knowledge, information and belief a true record of the contributions and campaign expenses, in accordance with the campaign expense rules of the Convention, made with respect to my campaign for the Leadership of the Progressive Conservative Party of Newfoundland & Labrador.

SWORN TO at _____ in the Province of Newfoundland and Labrador this

_____ day _____, 20____.

CANDIDATE_____
COMMISSIONER OF OATHS

I, _____, Official Agent for _____, a candidate for the Leadership of the Progressive Conservative Party of Newfoundland & Labrador make oath and say that the within return represents to the best of my knowledge, information and belief a true record of the contributions and campaign expenses in accordance with the campaign expense rules of the convention, made with respect to the campaign of _____ for the Leadership of the Progressive Conservative Party of Newfoundland & Labrador.

SWORN TO at _____ in the Province of Newfoundland and Labrador this

_____ day of _____, 20____.

OFFICIAL AGENT_____
COMMISSIONER OF OATHS

TOTAL: _____

APPENDIX "B"RULES FOR SPECIAL ASSOCIATION MEETINGS

DELEGATE SELECTION MEETINGS

7. At each meeting the Chairperson should read the Notice of Meeting.
8. The Chairperson should confirm the presence of a representative of the Executive Committee, or in the case of a leadership convention, the Chief Electoral Officer.
9. The Chairperson should confirm that a quorum of the general membership of the affiliated association in good standing are present.
10. At the delegate selection portion of the meeting, the Chairperson should request individuals to place their names in nomination.
11. An individual in order to be selected as a delegate or alternate must be in attendance at the meeting and accept that nomination. If an individual is not in attendance, they must have provided, in writing, properly signed and witnessed, a declaration of his or her willingness to stand for election as a delegate or alternate. In those cases in which the nominee is not present, the Chairperson shall read to the meeting the signed statement of the nominee. Individuals may place their own names in nomination.
12. As each person is nominated, his or her name shall be placed prominently at the front of the meeting room so that all members of the affiliated association present and entitled to vote will be able to inspect the list of candidates for delegates and alternates prior to casting their ballots.
13. Following the completion of all nominations the Chairperson will read the following:

*We have now reached that part of our meeting where we are to cast our ballots.
Before you make your ballots, I would like to read the rules for voting.*

First, however, I declare the credentials table closed and the ballot Chairperson shall collect all unissued ballots from the credentials table.

The procedure for voting is as follows:

- a. *Each member who is eligible to vote will have a ballot; (hold up ballot)*
- b. *You are entitled to vote for the required number of delegates as specified in the*

Constitution of the Newfoundland and Labrador Progressive Conservative Party;
(state number - see (8) below)

- c. *You are to vote by clearly printing the name of each nominee for who you wish to vote on the ballot provided. Any names which are illegible shall not be counted. This will not spoil the ballot however.*
- d. *You may wish to vote for any of the nominees. Although you do not have to vote for persons in any particular category, the delegates elected will be determined as follows:*

IF THE DISTRICT DOES NOT HAVE A SEPARATE YOUTH ASSOCIATION:

- 1. *(If none of the executive delegates are under thirty, then) the two persons under the age of thirty receiving the highest number of votes shall be delegates. (or, if only one of the executive delegates is under thirty, then) the person under the age of thirty receiving the highest number of votes shall be a delegate.*
- 2. *The remaining persons, in order of the most votes, shall be delegates until all delegate positions are filled.*
- 3. *The persons with the most votes after the positions for Delegates have been selected will receive Alternate Status up to the eligible number of alternate positions. (State number – “five”)*

IF THE DISTRICT DOES HAVE A SEPARATE YOUTH ASSOCIATION:

- 1. *The person who receives the most votes shall be a delegate.*
- 2. *The second person and subsequent persons in order of the most votes, shall be delegates until all delegate positions are filled.*
- 3. *The persons with the most votes after the positions for Delegates have been selected will receive Alternate Status up to the eligible number of alternate positions. (state number – “five”)*

DISTRICT YOUTH ASSOCIATION:

- 1. *The District Youth Association President is a delegate.*
- 2. *The person receiving the most votes will be a delegate.*

POST-SECONDARY CAMPUS ASSOCIATION:

1. *The President is a delegate;*
 2. *The persons in order of most votes shall be delegates until all eligible delegate positions are filled; (state number - see 8D below)*
 3. *The persons with the most votes after the delegate positions are filled will receive alternate status. (State number - see 8D below)*
- e. *Each person must deposit his or her own ballot. You may not deposit a ballot for any other person.*
 - f. *For those who find it inconvenient to come to a ballot box, a ballot box will be brought to you so that you can deposit your own ballot.*
 - g. *Ballot boxes will be located in the following places in the hall. (Describe the locations and give directions for traffic to avoid congestion.)*
 - h. *The ballot boxes will remain open until all members have had an opportunity to vote. (If the numbers present exceed the fire limit, cycle the people in and out of the hall until all registered voters have voted)*
 - i. *The ballot box custodians should now show that the boxes are empty. The boxes should be sealed and taken to their ballot box stations. Balloting may now commence.*

(Balloting proceeds)

Is there any member who has not yet voted? (Repeat three times)

I declare that balloting shall cease and ask that the ballot box custodians go directly to the counting room.

8.
 - A. The number of delegate positions available at a district association selection meeting shall be six.
 - B. If any of the eligible automatic members of the district executive is already a delegate in another capacity, or if any automatic executive delegate position is vacant, these positions are also available for election at a district association meeting.
 - C. If there is a district youth association, then the number of delegate positions available for election at the district association meeting is reduced by two.
 - D. Post-secondary campus associations are eligible to have 1 delegate per 1000 persons

enrolled at the campus. Each such association will have a minimum number of delegates including the President and four others. Such associations are eligible to have one alternate for each two delegates positions, rounding down.

ANNUAL GENERAL MEETINGS

1. At each meeting the Chairperson should read the Notice of Meeting.
2. The Chairperson should confirm the presence of a representative of the Executive Committee, or in the case of a leadership convention, the Chief Electoral Officer.
3. The Chairperson should confirm that a quorum of the general membership of the affiliated association in good standing are present.
4. At the election of officers portion of the meeting, the Chairperson should request individuals to place their names in nomination.
5. An individual in order to selected as an officer must be in attendance at the meeting and accept that nomination. If an individual is not in attendance, they must have provided, in writing, properly signed and witnessed, a declaration of his or her willingness to stand for election as an officer. In those cases in which the nominee is not present, the Chairperson shall read to the meeting the signed statement of the nominee. Individuals may place their own names in nomination.
6. Before calling for nominations the Chairperson of the meeting will read the following:

It is now time for the election of officers. Before you mark your ballots, I would like to read the rules for voting.

First, however, I declare the credentials table closed and the ballot Chairperson shall collect all unissued ballots from the credentials table.

The procedure for voting is as follows:

- a. *Each member who is eligible to vote will have a ballot; (hold up ballot)*
- b. *You are entitled to vote for the following executive positions; (list positions)*
- c. *You are to vote by clearly printing the name of the nominee for whom you wish to vote on the ballot provided. Any names which are illegible shall not be counted.*
- d. *The person receiving the most votes will be elected.*
- e. *Each person must deposit his or her own ballot. You may not deposit a ballot for any*

other person.

- f. *For those who find it inconvenient to come to a ballot box, a ballot box will be brought to you so that you can deposit your own ballot.*
- g. *Ballot boxes will be located in the following places in the hall. (Describe the locations and give directions for traffic to avoid congestion.)*
- h. *The ballot boxes will remain open until all members have had an opportunity to vote. (If the numbers present exceed the fire limit, cycle the people in and out of the hall until all registered voters have voted.)*

7. Nominations are called for each executive position, starting with the position of President. After nominations for a position are closed, voting for that position takes place according to the procedure outlined in section 9.

8. As each person is nominated, his or her name shall be placed prominently at the front of the meeting room so that all members of the affiliated association present and entitled to vote will be able to inspect the list of candidates prior to casting their ballots.

9. Following the completion of other business and registration, the Chairperson will read the following:

Nominations are open for the position of _____.

(Accept Nominations)

We will now vote for the position of _____.

The ballot box custodians should now show that the boxes are empty. The boxes should be sealed and taken to their ballot box stations. Balloting may now commence.

(Balloting proceeds)

Is there any member who has not yet voted? (Repeat three times)

I declare that balloting shall cease and ask that the ballot box custodians go directly to the counting room.

NOMINATING MEETINGS

1. At each meeting the Chairperson should read the Notice of Meeting.
2. The Chairperson should confirm the presence of a representative of the Executive Committee.
3. The chairperson should confirm that a quorum of the general membership of the affiliated association in good standing are present.
4. An individual in order to be selected as a Party Candidate must adhere to the rules for nomination set down in Article 12 of the Constitution.
5. The Chairperson should announce the names of the individuals whose names have been placed in nomination. The Chairperson will then call upon each candidate to address the meeting in order established by random draw prior to the meeting.
6. The name of each person nominated shall be placed prominently at the front of the meeting room so that all members of the affiliated association present and entitled to vote will be able to inspect the list of candidates prior to casting their ballots.
7. The Chairperson will read the following:

We have now reached that part of our meeting where we are to cast our ballots. Before you mark your ballots, I would like to read the rules for voting.

First however, I declare the credentials table closed and the ballot Chairperson shall collect all unissued ballots from the credentials table.

The procedure for voting is as follows:

- a. *Each member who is eligible to vote will have a ballot; (hold up ballot)*
- b. *You are entitled to vote for only one of the nominated candidates;*
- c. *You are to vote by clearly printing the name of the person for who you wish to vote on the ballot provided. Any names which are illegible shall not be counted.*
- d. *Each person must deposit his or her own ballot. You may not deposit a ballot for any other person.*
- e. *For those who find it inconvenient to come to a ballot box, a ballot box will be brought to you so that you can deposit your own ballot.*

- f. *Ballot boxes will be located in the following places in the hall. (Describe the locations and give directions for traffic to avoid congestion.)*

The ballot boxes will remain open until all members have had an opportunity to vote. (If the numbers present exceed the fire limit, cycle the people in and out of the hall until all registered voters have voted.)

WHEN ONE NOMINATION MEETING WILL BE HELD IN THE DISTRICT:

- g. *The person receiving the majority of the ballots cast will be declared the Party Candidate. If no person receives an absolute majority, then those persons who receive less than 10% of the votes cast, or the person receiving the fewest votes if no one has less 10%, will be dropped from balloting and another ballot will be held. Balloting will continue until one person has an absolute majority.*

or, WHEN TWO OR MORE NOMINATIONS MEETINGS WILL BE HELD:

- h. *The person receiving the largest number of votes after the votes from all meetings are counted will be declared the Party Candidate.*

The ballot box custodians should now show that the boxes are empty. The boxes should be sealed and taken to their ballot box stations. Balloting may now commence.

(Balloting proceeds)

Is there any member who has not yet voted? (Repeat three times)

I declare that balloting shall cease and ask that the ballot box custodians go directly to the counting room.

8. If there will be additional nomination meetings in the district, the ballots will not be counted but will remain in the sealed ballot boxes in a secure place under the authority of the Chairperson. If there will be only one nomination meeting, or if this is the final nomination meeting, then the ballots will be counted and the results announced.

9. In the case of single nomination meeting in which no person has received a majority the Chairperson will announce the results, including the number of votes for each person. The Chairperson will also announce the names of those who have been automatically dropped from the next ballot. The Chairperson will wait a few minutes before starting the next ballot to give other candidates an opportunity to withdraw.

10. When an additional ballot is required in a meeting, the additional ballots shall not be distributed until the start of the additional ballot. Persons wishing to vote in the second ballot must present themselves at the registration desk to obtain a ballot.

APPENDIX “C”

RULES FOR ACCREDITATION OF VOTERS AND BALLOTING

ACCREDITATION PROCEDURES AND INSTRUCTIONS

1. Accreditation of voters will take place at accreditation tables in the hall. In the case that numbers present exceed the fire limits of the hall, people must be cycled in and out of the building to allow everyone present to register. Doors cannot be shut. Registration must remain open for a minimum of 30 minutes, but in any event, cannot be closed before all present have been allowed to register. The chairperson of the meeting will advise the meeting that registration will be closing in five minutes.
2. Each accreditation table will also be provided with a membership register to record the name, mailing address, phone number, and signature of each person wishing to vote.
3. Each accreditation table will be manned by at least two people. Each accredited leadership candidate will be allowed one scrutineer per table.
4. Those eligible to vote must present themselves to one of the accreditation tables and present identification satisfactory to establish the identify of the member, and to satisfy that the member is a Canadian citizen or a permanent resident of Canada having attained the age of 16 years as of the date of the meeting. In the case of campus clubs, district youth associations, and the Women’s Association other eligibility rules may apply as defined in the constitutions of those organizations.
5. Valid identification shall include, personal identification by three eligible voters approved by the impartial chairperson present at the meeting, or a driver’s license with one of the following items or any two or more of the following items which in combination clearly establish identity and address.
 - a. Employee or Student I.D.;
 - b. Credit Card;
 - c. Social Insurance Card;
 - d. Birth Certificate;
 - e. Passport;
 - f. Union Card;
 - g. Utility, Charge card bill, or residence Receipt;
 - h. MCP card.

6. If the person has provided identification in accordance with the above paragraph, he/she shall be entitled to vote, provided however, that no person shall be entitled to vote if his or her name is noted or marked as having already voted at a meeting of another affiliated association.
7. Upon having completed the voter's register, the person shall be given a ballot which shall have been initialed by the Chairperson of the meeting.

BALLOT COUNTING PROCEDURES

1. A room separate from the meeting room should be available for the counting of ballots.
2. Ballot boxes and tally sheets should be available in the ballot counting room - two chairs for each ballot counting table should be available. Tables should be made available at the front of the counting room for those tabulating the tally sheets which will be obtained from the ballot counter.
3. The ballot chairperson should ensure that individuals are available to assist in counting ballots and tabulating tally sheets in the ballot room.
4. One scrutineer per accredited candidate should be allowed per ballot box as well as one scrutineer from the affiliated association. A representative of the Chief Electoral Officer shall be permitted to attend the counting of the ballots.
5. Ballot counters should be directed to the front of the main meeting hall so that they may be directed by the chairperson of the meeting to show to the meeting that the boxes are empty and should be sealed at the front of the main meeting room. Those carrying ballot boxes should be spread out so that they collect approximately the same number of ballots to ensure that the counting of the ballots proceeds in an efficiency manner.
6. Upon being directed by the chairperson of the meeting, the ballot counters will return with scrutineers to the ballot counting room where the ballot boxes will be unsealed and each of the counters will unfold all ballots prior to commencing counting.
7. Once ballots have been unfolded, counting will proceed by having one of the counters read the votes for each ballot to the other. Ballot persons will calculate the votes on each tally sheet which will be provided.
8. Once the tally sheet has been completed, the votes will be recorded as shown on the tally sheet and ballots placed in an envelope with the ballot box number on it. Counters will bring the tally sheets to those in charge of tabulating the tally sheets at the front of the ballot room who will be provided with a separate set of master tally sheets.

9. The ballot chairperson or his/her designate will make a final count from the master tally sheets provided by those at the front of the ballot counting room.
10. All tally sheets and ballots will be forwarded to Provincial Headquarters where they will be referenced in the event of an appeal.
11. The Secretary of the affiliated association shall forward the list of those who have voted along with the name of the nominated candidate, or list of delegates and alternates, or list of executive members to Provincial Headquarters on the form provided. Where appropriate, youth delegates and alternates should be clearly identified as such.

APPENDIX D

ORGANIZATIONAL ROLES AND RESPONSIBILITIES

BUDGET COMMITTEE

The Budget Committee is responsible for the preparation of a yearly budget of Party revenues and expenditure for the approval of the Executive Committee. The Committee is also responsible for monitoring actual revenues and expenditures in relation to the adopted budget and recommending necessary changes to the budget to the Executive Committee.

The Committee is appointed by the President of the Party and must include the President, the Leader, the Treasurer, and the Chairperson of the Finance Committee. The Treasurer is the Chairperson of the Budget Committee.

CANDIDATE IDENTIFICATION COMMITTEE

The Candidate Identification Committee is responsible for ensuring that at least one good candidate is prepared to run for the Party in each district of the Province. The Committee's role includes identification only; solicitation of candidates is the responsibility of the Leader or his/her delegate designate, and selection of candidates may only take place through the nomination process specified in the Article 12 of the Constitution.

The Committee is appointed by the Leader of the Party. The Chairperson of the Committee is a non-voting member of the Executive Committee. The Committee may operate as two or more sub-committees to cover the various regions of the Province.

CONSTITUTION COMMITTEE

The Constitution Committee is responsible for proposing improvements to the Constitution analyzing proposed changes, and handling other such related duties as may from time to time be assigned to it by the President of the Party.

The Committee is appointed by the President of the Party.

CREDENTIALS COMMITTEE

The Credentials Committee is responsible for maintaining a permanent list of Executive Council members; ensuring only properly selected and identified delegates, alternates, and observers attend general meetings of the Party and the Executive Council meetings; and, working with affiliated associations to ensure that proper procedures are in place for the selection of officers, delegates, and alternates.

The Committee is appointed by the President of the Party.

ELECTION COMMITTEE

The Elections Committee is responsible for establishing plans for all aspects of general elections and by-elections, and for implementing such plans during an actual campaign. Any such plans developed are subject to the approval of the Leader of the Party in consultation with the Executive Committee.

The Committee is appointed by the Leader of the Party. The Chairperson is a non-voting member of the Executive Committee.

FINANCE COMMITTEE

The Finance Committee is responsible for raising all the funds required by the Party for its operations and election campaigns. The Committee does not play a direct role in accounting for funds or the expenditure of funds; however, the Chairperson of the Committee is a member of the Budget Committee.

POLICY COMMITTEE

The Policy Committee is responsible for helping the Leader and the Caucus in the establishment and maintenance of a policy framework for the Party. Such a policy framework would be used by the Party as the basis of election campaigns and the foundation of its work as a Government or Opposition.

The Committee is appointed by the Leader of the Party. The Chairperson of the Committee is a non-voting member of the Executive Committee.

LEADER'S OFFICE AND CHIEF OF STAFF

The Leader's Office is responsible for political administration and assistance to members of Caucus and the Leader in the performance of their duties as Members of the House of Assembly.

The Chief of Staff is appointed by the Leader of the Party and is generally responsible for the operation of the Leader's Office. The Chief of Staff is a non-voting member of the Executive Committee, serving as the official liaison to the Executive Committee on behalf of the Leader, as specified in Article 7-2 and Article 8-1(b) of the Constitution.

CAUCUS AND CAUCUS REPRESENTATIVE

The Caucus is the group of Party members currently serving as Members of the House of Assembly. In addition to the regular duties of elected officials, the Caucus is responsible for promoting the policies, aims, and objectives of the Party. The Caucus participates in the formation of Party policy. The Caucus is responsible for selecting an interim Leader of the Party until a leadership convention can be held, when the position of Leader becomes vacant due to resignation or death.

The Caucus Representative is responsible for communications between the Caucus and the Executive Committee. He/she is appointed by the Leader of the Party and is a non-voting member of the Executive Committee.

EXECUTIVE DIRECTOR

The Executive Director of the Party is responsible for the general administration and operation of the Party and such other duties as may be assigned by the President and Executive Committee. The Executive Director shall be appointed by the President of the Party under the authority of the Executive Committee.

OTHER COMMITTEES

The President of the Party or the Executive Committee may establish such other committees and assign duties to those committees as may be deemed necessary at any time.

APPENDIX E

ORGANIZATIONAL CHART

**GRAPHIC CONTAINS WINDOW
METAFILE DATA ONLY**

NOTE: The basic structure of the Provincial organization is broken down into two “wings”. The Executive Committee, chaired by the President, is the premier authority in one of these wings. It is important to realize that the Executive Committee also includes representatives from the Caucus and the other wing, including the Leader, the Chief of Staff, and the Chairpersons of the Leader’s Standing Committees. As a result, the Executive Committee is in fact the central operational decision-making body of the Party.

