



Candidate Selection Rules and Procedures

I. Authority

A. The Local Nomination Committee

1. The WIPA recognizes the primary responsibility for selecting a Candidate for the Legislative Assembly of Alberta resides with the local Constituency Association with the assistance and, under the supervision of, the Provincial Nomination Committee.

B. The Provincial Nomination Committee

1. The Board of Governors shall appoint a Provincial Nomination Committee (PNC) to have authority over;

- i. The enforcement of these rules,
- ii. The acceptance or rejection of a prospective nomination contestants,
- iii. The resolution of disputes arising from these rules.
- iv. The questions to be developed for candidate interviews by the Local Constituency Nominating Committee (LCNC) in each constituency to ensure fairness and equity in the interviews of prospective candidates.

2. In the event funding of Nomination Events by the PNC is necessary, money must be requested from the Board of Governors unless a budget has been approved in advance.

3. The PNC shall consist of three members of the Board of Governors one of whom shall serve as PNC Chairperson.

4. The Chairperson of the PNC may, subject to the approval of the Board of Governors, nominate up to five additional WIPA members at large to serve on PNC for a maximum of eight PNC members.

5. The PNC shall;

- i. Determine its internal rules and procedures for appeals of the Local Constituency Nomination Committee (LCNC) decision.
- ii. Determine its procedures for investigating and resolving disputes,
- iii. Present these rules and procedures to Board of Governors for approval,
- iv. Record minutes of its meetings to be filed with the Secretary of the Party.

C. Responsibility and Appeals

1. The BoG and Leader shall be responsible for the implementation of these rules and may delegate this authority to the Executive Director. They shall make a report of all nomination events to the next Member's Assembly. If the BoG and the Leader delegates nomination responsibility to the Executive Director, replace the words "BoG and Leader" with "Executive Director" in each subsequent article of these rules, except Article V.C.2.
2. The Board of Governors shall have final and binding authority to hear all appeals of PNC decisions. There shall be no further appeal of PNC decisions under these rules or the WIPA By-laws.

II. Local Constituency Nomination Committee (LCNC)

A. Management of Nomination

1. The Board of each CA shall appoint a Local Nominating Committee (LCNC) to manage the nomination of a Candidate for the next general election or possible by-election unless;
 - i. No CA Board exists, in which case the nomination will be managed by the PNC
 - ii. An existing CA is unable to appoint a functioning LCNC, in which case the PNC will manage the Nomination Event for that Constituency.
2. Every CA Board is encouraged to appoint an LCNC as soon as the CA is recognized by the Board of Governors. The LCNC is not required to meet until such time as its duties become necessary.

B. Criteria for Beginning Nomination Process

1. The CA Board must establish a LCNC for its constituency.
2. Any LCNC may ask the PNC to open its nomination if it meets the following conditions;
 - i. Have at least five members,
 - ii. Have sufficient funds in the CA account to cover the Nomination Event costs,
 - iii. Provides evidence that it has conducted a candidate search.
2. The CA Board may apply to the PNC to waive any of the above conditions in which case the PNC may manage the nomination event or process on behalf of that CA Board.

C. Composition and Duties of the LCNC

1. The LCNC shall be comprised of:
 - i. Three Board members, none of whom shall be CA President unless this provision is waived by the PNC,
 - ii. No more than two members at large of that CA,
 - iii. The Regional Director for the geographical region of that CA, for a maximum of 6 members.
 - iv. Two CA governors may be appointed as alternate LCNC members, acting only in case one or more of the original LCNC members resign,
2. Members of the LCNC shall not be;
 - i. Members of the PNC,
 - ii. Members of Caucus or the Leader,
 - iii. Employees of the Legislature of Alberta or the WIPA, unless they reside in the CA.
3. The LCNC shall elect a Chairperson who shall;
 - i. be in contact with the PNC,
 - ii. Provide notice of meetings to all LCNC members,
 - iii. Ensure meeting minutes are kept and provided to the PNC,
 - iv. Read and be aware of these rules.
4. The LCNC shall;
 - i. Conduct a candidate search,
 - ii. Conduct fair and complete interviews with each contestant (No special consideration shall be given to current members of Caucus in nomination events)
 - iii. By majority vote, recommend to the PNC acceptance or rejection of every nomination Applicant,
 - iv. Manage the date and time of the Nomination Event, subject to the WIPA By-laws, and subject to approval by the PNC.

D. Neutrality and Confidentiality

1. Each LCNC member, and alternate, shall sign a declaration agreeing they shall;
 - i. Not become a Nomination contestant,
 - ii. Remain neutral for the duration of the contest,
 - ii. Maintain strict confidentiality of any and all matters arising from their duties on the LCNC.
2. On the recommendation of the BoG, violation of these conditions may result in the removal of LCNC members by majority vote of the PNC or the suspension of the whole LCNC by 2/3 vote of the PNC.

E. Nomination Contestant's Application

1. Any person shall be considered a nomination contestant who has;
 - i. Submitted a valid Application and Nomination Petition,
 - ii. Been interviewed by the LCNC,
 - iii. Not rejected by the PNC.

2. Applicants must meet the following requirements;
 - i. Be eligible to be a Candidate under the Elections Act,
 - ii. Be a member of the Party in good standing for a period of six (6) months prior to making application,
 - iii. Have taken a leave of absence from all CA boards and not have been a sitting member of the Board of Governors.

3. Applicants must provide the PNC with the following documents cumulatively called the "Application":
 - i. A completed and signed Nomination Questionnaire (Schedule A),
 - ii. A completed Criminal Background Check (Schedule B),
 - iii. Signed authorization for the Party to conduct a credit check (Schedule C),
 - iv. Signed consent forms as required by law (Schedule D),
 - v. Signed summary of disclosure forms as required in Ethics Commissioner Filings (Schedule E),
 - vi. A signed Confidentiality Agreement covering the Application and Nomination Process (Schedule F).
 - vii. A signed declaration (Schedule G) stating the agreement of the Applicant to the following:
 - a. The PNC has the authority to disqualify a contestant for any reason and that rejection may be appealed to the Board of Governors. Such a decision of the Board of Governors shall be final and binding,
 - b. There is acceptance of the principles, goals, and policies of the WIPA,
 - c. Membership information provided by the Party shall be used only for campaigning for that specific nomination and there shall be no access to the Party database,
 - d. There shall be no use of the Party logo by the contestant,
 - e. If they become a candidate, they will participate in all training sessions

f. Membership and voter information shall not be retained in any form after the campaign ends.

g. The applicant has read, understands and will abide by, the Candidate Selection Rules and Procedures.

4. Unless waived by the PNC, the applicant shall provide the following two payments:

i. A five hundred dollar non-refundable cheque to the CA for which the applicant wishes to contest a Nomination. This shall be a fee and no tax receipt will be issued,

ii. A five hundred dollar cheque to the Party to serve as a refundable good-conduct bond to be returned at the discretion of the PNC at the end of the Nomination Event. Any amount withheld by the PNC for conduct detrimental to the Party shall be a fee and no tax receipt shall be issued.

5. Unless waived by the PNC, The Applicant shall provide the PNC with an original Nomination Petition signed by twenty WIPA members of the local CA. (Appendix H).

6. Any person who publicly declares themselves to be a nomination contestant shall have ten days from the date of such a declaration to comply with the terms of the Application or be deemed ineligible to participate in the Nomination Event.

F. Application Process

1. Applications must be received by the PNC prior to the close of Nominations which shall be at 5:00 PM, fourteen (14) calendar days after Opening Notice has been provided. The Applicant shall ensure the application is received by the PNC.

2. The application and Nomination Petition do not need to be delivered together but both must be received prior to the close of Nominations.

3. The PNC shall forward the relevant portions of the Application to the LCNC in preparation for the interview of the Applicant.

4. The LCNC shall interview Applicants in person, or by phone, within seven days of receiving the Application.

5. The Chair of the LCNC shall inform the PNC of their approval of an nomination applicant immediately following the interviews of that applicant.

G. Acceptance or Rejection of Nomination Applicant

1. If a majority of the LCNC believes an applicant should be accepted or rejected, the Chairperson shall immediately inform the PNC of their decision regarding each contestant. The PNC will convene a hearing or conference call to accept the recommendations of the LCNC within four days.

2. The PNC may ask for additional information and for whatever documentation it requires from the LCNC and applicant.

3. On the advice of the LCNC, the PNC may accept, or reject any applicant by simple majority.

4. Against the advice of the LCNC, the PNC may challenge any applicant by 2/3 vote. The LCNC must be given a written explanation of such a challenge from the PNC Chairman within four days.
5. A decision to reject an applicant should be arrived at by mutual agreement between the LCNC and the PNC where at all possible. Should there be no agreement the PNC decision is appealable to the President of the Party who shall refer the matter to the Board of Governors which shall render a decision by simple majority. Decisions of the Board of Governors in this matter are final.

H. Removal of Accepted Contestants or Nominated Candidates

1. On the recommendation of the Leader, PNC, and LCNC, an accepted nomination contestant, or WIPA candidate, may be removed if evidence arises that would disqualify them for cause.
2. If a concern arises from a member, a LCNC Committee, or the Leader; then that concern must be outlined in full and submitted to the PNC for review and adjudication.
3. Such a recommendation for removal must be ratified by a 2/3 vote of all members of the PNC.
4. A decision to reject an accepted contestant or nominated candidate should be arrived at by mutual agreement between the LCNC, PNC and Leader where at all possible. Should there be no agreement the PNC decision is appealable to the President of the Party who shall refer the matter to the Board of Governors which shall render a decision by simple majority. Decisions of the Board of Governors in this matter are final.
5. In the event the removal of a WIPA candidate is necessary, the PNC may decide to re-run the nomination event or, in consultation with the Leader and the LCNC, may appoint a new candidate. (Article IV)

I. Membership Lists

1. The PNC will provide a copy of the current CA membership to any Applicants who;
 - i. Meet all eligibility requirements,
 - ii. Have completed and submitted all applications and schedules,
 - iii. Have not been rejected by the PNC.
2. After the close of membership sales, the PNC shall supply each nomination contestant with a preliminary list of members eligible to vote. Contestants shall have twenty-four hours to review the list for accuracy and forward corrections to the PNC who shall provide the final membership list to all contestants within twenty-fours of receiving all corrections.
3. If the ability exists, the party shall allow members whose membership has expired within thirty days of the Nomination Vote to renew their memberships as if they had never lapsed. This will allow them to cast a ballot in the Nomination.

III. The Nomination Period

A. Application and Campaigning

1. The Nomination Period shall have two parts;

- i. A minimum fourteen day (14) period where Applications and Nomination Petitions are accepted; followed if necessary by,
 - ii. A minimum campaign period of twenty-one calendar days.
2. The timing of the parts of the Nomination Period can be extended or shortened by the PNC by majority vote on the recommendation of the BoG and the Leader. They will be required to make a report of this decision to the next Member's Assembly.

B. Notice of a Nomination Event

- 1. All notices under these rules shall be sent by the PNC to all members residing within the constituency boundary where the nomination is to be held. The first notice (Opening Notice) shall open nominations in the CA and shall include the name and contact of the Chair of the LCNC and notice of when Nominations close.
- 2. If a Nomination Event is required, a second notice (Event Notice) shall be sent to members of the given CA eligible to vote. The Event Notice shall include the date(s), time(s), location(s) and description of the Nomination Event.
- 3. All notices shall be sent by email or phone call based on the records on file with the Party and by posting the information on the Party website.

IV. The Nomination Event

A. No Nomination Contestants

- 1. If there are no accepted contestant(s) for nomination in a CA the PNC may;
 - i. Re-run the nomination; or,
 - ii. In consultation with the BoG, Leader and the LCNC may appoint an eligible candidate.

B. One Nomination Contestant

- 1. If there is only one accepted nomination contestant in a CA, the LCNC shall proceed to a nomination event so that members have the opportunity of an up or down vote for that contestant.

C. Two or More Contestants

- 1. The primary concern of the LCNC in making local decisions shall be to accommodate the maximum possible number of voters in any nomination event.
- 2. In the case of two, or more Contestants, the LCNC shall convene and by motion determine;
 - i. The type of Nomination Event:
 - a. A single nomination vote at a specific time and date; or,
 - b. Multiple nomination votes at various times and places
 - ii. The date(s), time(s) and location(s) of voting

iii. The number of hours that voting will be open will be a minimum of six hours at each location, (if more than one location exists).

3. All nomination contestants, or their designate, must be notified of all CA Board meetings and may be present as guests. The CA may hold forums, or other such events, as determined by the LCNC.

4. Only members of the LCNC may be present for LCNC meetings in accordance with their declared neutrality.

D. Voting and Membership

1. Voting shall be by single preferential ballot wherein the eligible voters numerically rank the nomination contestants in sequence of their choice. After counting the first counting of ballots, if no contestant receives a majority (50% plus 1) of valid votes cast, then the contestant receiving the lowest total of first place votes shall be dropped and the second-place choices on their ballots shall be apportioned among the remaining contestants. This process shall be repeated until one contestant receives a majority of valid votes cast.

2. The first vote of a Nomination Event must occur no sooner than thirty five (35) calendar days from the date of opening notice. The final, or only vote, of a nomination event must be held within forty (40) calendar days from the date of opening notice.

3. Only members in good standing for 14 days before the first vote in a nomination event are eligible to cast a ballot. (With the exception of section II-I-3)

4. Members whose memberships expired within thirty days of the first vote of a Nomination Event may renew and be considered members in good standing to cast a ballot.

5. Memberships are valid from the time at which the application is accepted by the website, or a paper copy is marked as received by the Party.

6. Nomination contestants will be listed on the ballot in normal alphabetical order.

7. Nomination ballots shall be marked in secret. Only one person may be present in the voting booth at one time unless an exception is made for persons of limited mobility.

8. Nomination contestants are entitled to have scrutineers present to supervise voting, the counting of ballots and the credentialing of members.

9. No campaigning is permitted inside a polling place, or within one hundred and fifty feet of its entrance. Campaigning includes;

- i. Distributing campaign literature,
- ii. Wearing clothing, or buttons featuring an obvious reference to any contestant or campaign,
- iii. distributing lists of contestants in order of preference,
- iv. Verbally advising a member to vote for any contestant,
- v. Any signs or posters with an obvious reference to any contestant or campaign,
- vi. Any activity determined to be campaigning by the Returning Officer.

E. Membership Processing

1. Nomination contestants are required to process submitted sold memberships using the Party's approved format.
2. Responsibility for errors in Membership information submitted by a nomination contestant, using the Party's approved format, will belong to the nomination contestant.
3. A person who has publicly declared themselves to be seeking a nomination must submit all sold memberships to the Party at the end of each week.
4. The Party cannot guarantee proper processing of memberships if they are delivered in bulk too close to the cut-off date for sales. The responsibility to allow enough time for processing lies with the nomination contestant or applicant.

F. The Returning Officer

1. The PNC shall appoint an impartial Returning Officer (RO) from outside the CA who shall have primary responsibility for enforcement of rules during voting hours.
2. The RO shall have the authority to;
 - i. Ensure a fair and accurate vote,
 - ii. Ensure an accurate final vote tally,
 - iii. Ensure the result is communicated to the PNC and the Leader,
 - iv. ensure these rules are followed by contestants, scrutineers, volunteers and voting members during voting hours.
2. The RO shall supervise the following;
 - i. Credentialing members as eligible voters. This may require up to two pieces of official identification including one with photo ID. One must be a government issued photo ID. If the photo ID does not state the physical residence location, then a secondary piece of residence confirmation is required such as a utility bill etc. Post Office boxes and other forms of secondary mailing, or business addresses, are not permitted to prove residency.
 - ii. That there shall be no voting by proxy, nor vouching for the eligibility of other voters.
 - iii. The voting and counting of ballots,
 - iv. Credentialing of scrutineers,
 - v. Whatever supplementary rules as may be provided from time to time by the PNC.
3. The RO may appoint deputy RO's to help supervise a Nomination Event.
4. The RO shall retain possession and custody of the ballots and voter sign in sheet for fourteen days they have done so,
5. The RO may make exceptions to these rules in case of persons with limited mobility who may require assistance marking and/or casting a ballot.

6. Decisions on these rules made by the RO during voting hours are not appealable. Although such decisions may be subject to later review by the PNC upon receiving written request from a nomination contestant.

7. If a contestant wishes to challenge the actual vote tally, they submit the challenge to the PNC immediately, clearly stating their concerns surrounding the vote.

V. Abridgement of the Rules

A. The Provincial Nominating Committee

1. Subject to the WIPA By-laws and the Board of Governors, only the PNC has the authority to abridge the Candidate Selection Rules.

2. Abridgement of the rules shall be considered extra-ordinary and only considered in cases of;

- i. The PNC, in consultation with the Board of Governors and the Leader, recommends a rule change out of necessity to fight a general election, or by-election, in a short time frame,
- ii. The LCNC requesting a rule change due to local conditions, such as, but not limited to, weather and distance.

3. Any decision by the PNC to alter these rules for whatever reason is appealable to the President of the Party by any CA member. The President shall refer the matter to the Board of Governors who shall render a decision by simple majority.

B. Reporting and Accountability

1. A report of any abridgement of these rules must be reported by the Leader to the next Member's Assembly.

VI. Dispute Resolution and Appeal Process

A. Offences

1. The following offences may be reported to the PNC by a nomination applicant, contestant or the LCNC to be investigated and may result in the rejection of an Applicant, the disqualification of a nomination contestant, or the removal of a candidate;

- i. Submission a misleading or fraudulent application,
- ii. Using the membership information provided by the Party for any purpose other than campaigning for the nomination,
- iii. Using the party logo or implying the endorsement of the Leader, or Member of Caucus, when no such endorsement exists,
- iv. Buying memberships, or causing memberships to be bought, for other individuals with the exception family members who may pay for immediate family members
- v. Selling memberships as an add-on to a commercial activity,

- vii. Deliberately selling memberships to individuals who are ineligible,
- viii. Creating fake credentials or assisting individuals in falsifying credentials,
- ix. Filing unsubstantiated systematic eligibility challenges against an identifiable category of members,
- x. Corrupt practices as defined by the Elections Act;
- xi. Filing false complaints against other applicants or nomination contestants,
- xii. Using the party membership list for campaigning before an application to be a nomination contestant has been received by the Party,
- xii. Submitting membership applications for individuals without their knowledge and consent,
- xiii. Other activities which may bring the Party and the nomination process into disrepute.

2. The PNC may, subject to the WIPA by-laws, implement any corrective measures as required to conduct a free and fair nomination.

B. Grounds for Appeal

- 1. Lack of impartiality by the LCNC, PNC, or any person acting with authority under these rules.
- 2. Offences committed by another nomination campaign which could be reasonably concluded to have changed the outcome of the nomination event or application for nomination.

C. Appeal Process

- 1. If an applicant or nomination contestant has grounds for appeal against the LCNC or any person acting in authority under these rules, a written request can be made to the Chairperson of the PNC for an investigation.
- 2. The Board of Governors may, by motion, direct the PNC to investigate any matter.

D. Appealing a PNC Decision

- 1. Decisions of the PNC can be appealed to the full Board of Governors whose decision shall be final and binding.
- 2. Appeals of decisions of the PNC must be made in writing to the party President within four business days after notification of the PNC decision is transmitted.
- 3. The President will convene the Board of Governors to consider the appeal, by conference call to consider the appeal as soon as possible, or the appeal may be added to the agenda of a meeting already scheduled.
- 4. The Board of Governors may;
 - i. Investigate the appeal as it sees fit,
 - ii. Ask for documentation from the PNC, LCNC and/or the Leader,

- iii. Ask to interview anyone involved,
- iv. Postpone any decision for a reasonable time to gather and consider evidence.

E. Resolution

1. The Board of Governors may, by motion, summarily dismiss appeals it considers frivolous or vexatious.
2. When considering an appeal, the Board of Governor's shall consider whether the PNC has;
 - i. Over-stepped its authority under the WIPA by-laws or these rules,
 - ii. Failed to be impartial,
 - iii. Failed to consider certain evidence or circumstances which have resulted in an unfair nomination process.
3. The Board of Governors may, subject to the WIPA By-laws take any action it deems necessary to deal with the original complaint and appeal.
4. If the Board of Governors chooses to act, its decision replaces the previous decision of the PNC.
5. Members of the Board of Governors shall not be entitled to vote on an appeal if;
 - i. They are members of the PNC,
 - ii. They are members of an LCNC in question,
 - iii. They are in a conflict of interest arising from the original dispute.
6. A written explanation of the Board of Governors decision shall be available to the PNC, LNC and/or the complainant, from the party Secretary upon request.