



EDA Guidelines for Constitution and Policy Renewal

Preparing for National Convention

- *First Edition* -
2012-13



By

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This is a first edition and we want your feedback! Contact the primary authors and let them know what you think about this document:

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This document has been prepared on behalf of the **Ontario Working Group (OWG)**. The OWG was struck in May 2012 as a temporary collaborative communications committee of the elected Conservative Party of Canada (CPC) representatives in Ontario (National Councillors and National Constitution Committee and National Policy Committee Representatives).

Working in function of National Convention 2013, the OWG works with Regional Organizations and Party headquarters staff to coordinate preparations at various levels and ensure an open, and thorough constitution and policy renewal process.

For more information about the OWG, contact Kara Johnson, National Councillor (karajohnson@conservative.ca).

Special thanks to Kara Johnson for her support and assistance in the editing of this document!

FOREWARD

Welcome to the EDA Guidelines for Constitution and Policy Renewal: Preparing for National Convention! This document has been created to help CPC Electoral District Associations (EDAs) and Party members fully participate in our Party's constitution and policy amendment process.

Every two years, Party members from across Canada come together and debate changes to our Party's Policy Declaration and Constitution at National Convention. These debates are the result of months of work at the grassroots level – starting with local meetings of the EDAs such as yours. Already, volunteers in EDAs across Canada are taking the first steps to prepare for National Convention 2013 in Calgary, Alberta. We want to help you lead your own process and fulfil your obligations to the Party membership.

This document has three primary objectives:

- ✚ **to explain the policy and constitution development process** so you can fully participate in preparation for our Party's National Convention 2013;
- ✚ **to help Party members participate** in the policy and constitution development and review process; and,
- ✚ **to outline what EDAs need to do** – *from now to National Convention* – to get amendments and resolutions to the floor for votes.

The procedures outlined in this document serve as recommended practices. We understand that each EDA will fulfil their obligations as they see fit. It is our hope that this document proves useful to EDAs and helps Party members engage in this important process.

It is our further hope that this document serves as a first step in building best practices for our Party. We want to highlight the successful methods of the past in order to strengthen our Party's future.

Thank you for taking on this important role to keep our Party strong and engaged with our Party membership and Canadians.

See you at National Convention 2013!

Sincerely,



Daniel Dickin
National Constitution Committee



David Peter Gentili
National Constitution Committee



Jim Karahalios
National Policy Committee

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I. INTRODUCTION: The National Constitution and Policy Committees.

Who We Are

Our Party Constitution calls for the establishment of both a National Constitution Committee (NCC) and a National Policy Committee (NPC) to help facilitate the processes for amending our Party's Constitution and Policy Declaration. Each committee is made up of volunteers elected by the EDA presidents of each province. Committees also include – *and are chaired by* – National Councillors.

According to Section 16 of the Constitution, responsibilities of the NCC include:

- facilitating the constitutional amendment process;
- considering and drafting amendments to the Constitution; and
- after each national convention at which delegates approve amendments to the Constitution, ensuring that a consolidated version of the Constitution is prepared in both official languages for approval by National Council, incorporating all of the amendments made at the national convention, and following legislative practice in preparing such a consolidation by correcting any numerical, typographical, grammatical, syntax or translation errors that may otherwise exist in the text.

According to Section 13 of the Constitution, responsibilities of the NPC include:

- facilitating the promotion and maintenance of an ongoing policy process of the Party, and ensuring that the policy process is at all times accountable to the members;
- facilitating and supporting policy discussion within the Party;
- identifying policy areas needing study;
- serving as a means of communication between members on policy issues; and.
- after each national convention at which delegates approve amendments to the Policy Declaration, ensuring that a consolidated version of the Policy Declaration is prepared in both official languages for approval by National Council, incorporating all of the amendments made at the national convention, and following legislative practice in preparing such a consolidation by correcting any numerical, typographical, grammatical, syntax or translation errors that may otherwise exist in the text.

Committee terms last *approximately* two-years; members serve from the date of their election to the date the committees submits consolidated versions of the Constitution and Policy Declaration (shortly after National Convention). In you are interested in knowing more about how these committees operate, refer to **Sections 16** and **13** of the Constitution.

Your NCC and NPC for 2012-2013 are given on the next page.

The National Constitution Committee

National Councillors

Ian Baird (Chair)
Gord Elliott (Vice-Chair)
Cecil Taylor

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II. PRINCIPLES & PROCESS: Party Constitution and Policy Declaration.

The CPC's Constitution outlines our Party's principles, governance structure, and the processes by which the Constitution and Policy Declaration may be amended. Both of these documents are available to the public on www.conservative.ca.

Conservative Principles

Section 2 of the Constitution outlines our Party's founding and guiding principles:

- 2.1.1 A belief in a balance between fiscal accountability, progressive social policy and individual rights and responsibilities.
- 2.1.2 The goal of building a national coalition of people who share these beliefs and who reflect the regional, cultural and socio-economic diversity of Canada.
- 2.1.3 The goal of developing this coalition, embracing our differences and respecting our traditions, yet honouring a concept of Canada as the greater sum of strong parts.
- 2.1.4 The Conservative Party of Canada will operate in a manner accountable and responsive to its members.
- 2.1.5 A belief in loyalty to a sovereign and united Canada governed in accordance with the Constitution of Canada, the supremacy of democratic parliamentary institutions and the rule of law.
- 2.1.6 A belief in the equality of all Canadians.
- 2.1.7 A belief in the freedom of the individual, including freedom of speech, worship and assembly.
- 2.1.8 A belief in our constitutional monarchy, the institutions of Parliament and the democratic process.
- 2.1.9 A belief in the federal system of government as the best expression of the diversity of our country, and in the desirability of strong provincial and territorial governments.
- 2.1.10 A belief that English and French have equality of status, and equal rights and privileges as to their use in all institutions of the Parliament and Government of Canada.
- 2.1.11 A belief that the best guarantors of the prosperity and well-being of the People of Canada are:
 - 2.1.11.1 the freedom of individual Canadians to pursue their enlightened and legitimate self-interest within a competitive economy;
 - 2.1.11.2 the freedom of individual Canadians to enjoy the fruits of their labour to the greatest possible extent;
 - 2.1.11.3 the right to own property.

- 2.1.12 A belief that a responsible government must be fiscally prudent and should be limited to those responsibilities which cannot be discharged reasonably by the individual or others.
- 2.1.13 A belief that it is the responsibility of individuals to provide for themselves, their families and their dependents, while recognizing that government must respond to those who require assistance and compassion.
- 2.1.14 A belief that the purpose of Canada as a nation state and its government, guided by reflective and prudent leadership, is to create a climate wherein individual initiative is rewarded, excellence is pursued, security and privacy of the individual is provided and prosperity is guaranteed by a free competitive market economy.
- 2.1.15 A belief that the quality of the environment is a vital part of our heritage to be protected by each generation for the next.
- 2.1.16 A belief that Canada should accept its obligations among the nations of the world.
- 2.1.17 A belief that good and responsible government is attentive to the people it represents and has representatives who at all times conduct themselves in an ethical manner and display integrity, honesty and concern for the best interest of all.
- 2.1.18 A belief that all Canadians should have reasonable access to quality health care regardless of their ability to pay.
- 2.1.19 A belief that the greatest potential for achieving social and economic objectives is under a global trading regime that is free and fair.

Conservative Policy

Section 6 of the Constitution outlines our Party's governance objectives, including "full representation of the interests and views of members" (**Section 6.1.1**). **Section 6.1.3** outlines a commitment to the:

Maintenance of a policy development process which respects and encourages the participation of all members and which culminates in the adoption of policy resolutions at national conventions that will become the Party's Policy Declaration from which the Party's election campaign platform will be developed.

Section W of the most recent Policy Declaration – *as amended by the delegates to the National Convention on June 11, 2011 and as consolidated by the NPC and approved by National Council* – also outlines the following policy development principles:

The Conservative Party believes true democracy involves vigorous participation by all citizens in the affairs of the country. We will commit to broad consultation with citizens across Canada to further the ongoing policy development process and ensure Members of Parliament have the fullest input from all Canadians.

Additionally, the Policy Declaration currently contains 23 sections covering the following topics:

Section	Topic	Section	Topic
A	The Role of Government	L	Aboriginal Affairs
B	Government Accountability	M	Criminal Justice
C	Democratic Reform	N	Communications
D	Open Federalism	O	Celebrating Canada's Diversity
E	Fiscal	P	Canadian Heritage and Culture
F	Economic Development	Q	Rural Canada
G	Trade	R	Agriculture
H	Transportation	S	Fisheries
I	Environment	T	Immigration and Refugees
J	Health	U	Foreign Affairs
K	Social Policy	V	National Defence and Security
		W	Strong Democracy – Ongoing Policy Development

Constitutional Amendments: Process

Section 16 of the Constitution outlines the following process for passing amendments at National Convention:

- 16.1 The Constitution may be amended at a national convention by a majority of votes cast by delegates and a majority of votes cast by delegates from each of a majority of individual provinces. For the purpose of this provision, the territories together shall constitute one province.
- 16.2 Amendments to the Constitution for consideration at a national convention may be proposed by any four electoral district associations from at least two provinces, on approval of a majority vote of the board of directors or membership of each of those electoral district associations at a duly constituted meeting of each called for that purpose, subject to such requirements as may be set out by by-law or the rules and procedures for the national convention.
- 16.3 The text of any proposed amendment must be received by the Executive Director within such time and in such manner as set out by by-law or in the rules and procedures of the national convention. The Executive Director shall cause the text of all proposed amendments duly received to be posted forthwith on the public website of the Party.
- 16.4 In lieu of the prior notice provided for in Article 16.3 and subject to the rules and procedures for the national convention, a proposed amendment will be put to a vote at a national convention where constitutional amendments are being considered if it has the supporting signatures of delegates from at least one hundred electoral district associations.

Policy Resolutions: Process

Section 13 of the Constitution outlines the following process for passing policy resolutions at National Convention:

- 13.6 At a national convention, a policy resolution must receive a majority of votes cast by delegates and a majority of votes cast by delegates from each of a majority of individual provinces. For the purpose of this provision, the territories together shall constitute one province.

*It is important to note that the Constitution is amended through a different process than the Policy Declaration. For example, for constitutional amendments to be considered at National Convention, four (4) EDAs from at least two (2) provinces must approve of the amendment. This requirement does not apply to the Policy Declaration. Additionally, take note of **Section 16.4** of the Constitution (referenced above), where an alternative method of getting constitutional amendments to the floor of National Convention is detailed. This method -- *supporting signatures of delegates from "at least one hundred electoral district associations"* -- is a legitimate constitutional process that only applies constitutional amendments.*

Also, the Constitution calls for the establishment of two *separate* committees to facilitate the processes outlined above. Each committee may develop additional requirements pertaining to administrative details (submission deadlines, timelines, acceptable formats, etc.). Although many of these administrative requirements are outlined in **Section IV** of this document, we recommend that you review – *in detail* – the packages provided to the EDA presidents by each committee.

If you are an EDA president and have not received packages, please contact your Regional Organizer immediately.

III. BEST PRACTICES: Getting Proposals to the Floor of National Convention.

Through the processes outlined above, every EDA in Canada is provided with an opportunity to propose amendments to our Party's Constitution and resolutions for incorporation into the Policy Declaration. Some proposals are put to the floor of the National Convention for consideration, review, and voting. *Some proposals do not make it this far.* Reasons for this vary:

- Some proposals fail to meet the submission criteria outlined in the Constitution. For example, a proposed amendment to the Constitution will be rejected if EDAs failed to approve of the amendment through a majority vote of the Board of Directors or majority vote of the EDA membership.
- Other proposals are rejected if they are considered *ultra vires* – *beyond the powers* – of the Federal Government or conflict with the founding principles of the Party. For example, welfare assistance is a responsibility of the Provincial Governments, meaning policy declarations attempting to legislate welfare assistance could be deemed *ultra vires*

We propose that you consider the following when developing a constitutional amendment or policy resolution. Do your proposals:

- ✓ Fall within the scope of the Party's founding principles?
- ✓ Contradict a process outlined in the Party's Constitution?
- ✓ Fall under the jurisdiction of the Federal Government?
- ✓ Take the form of a statement, and not an entire process or implementation plan?
- ✓ Have the approval of the majority of Party members present at a policy or constitution meeting held by your EDA, where the proposal was debated and voted upon?
- ✓ Have the approval of majority of members present at a regional policy or constitution meeting held by the Party, where the proposal was debated and voted upon?

The founding principles of the Party are outlined above. Below you will find an outline of what is deemed to be under the jurisdiction of the Federal Government.

What "falls under the jurisdiction" of the Federal Government?

Section 91 of the *Constitution Act, 1867* authorizes Parliament to pass laws for "the peace, order and good government" of Canada, in relation to matters of national interest. Matters of 'national interest' include:

- Public Debt and Property;
- Regulation of Trade/Commerce;
- Unemployment insurance;
- Banking /Incorporation of Banks/Paper Money;
- Weights and Measures;
- Bankruptcy;

- Direct/Indirect Taxation;
- Postal Service;
- Census/Statistics;
- Defence;
- Navigation/Shipping;
- Quarantine;
- Sea Coast and Inland Fisheries;
- Ferries (interprovincial/international);
- Currency/Coinage;
- Patents;
- Copyrights;
- Indians/Indian reserves;
- Citizenship;
- Marriage/Divorce;
- Criminal law, including Criminal Procedure;
- Penitentiaries; and,
- Works connecting provinces; beyond boundaries of one province; within a province but to the advantage of Canada/or more than one province not assigned “exclusively to the Legislatures of the provinces”.

What “falls under the jurisdiction” of the Provincial Governments?

Note that **Section 91** of the *Constitution Act, 1867* gives the Federal Government broad powers to pass laws in relation to *matters that do not come under the exclusive jurisdiction of the provinces*. **Section 92** and **93** outline these exclusive, provincial powers, including:

- Direct Taxation within Province
- Management/Sale of Public Lands belonging to a Province
- Prisons
- Hospitals
- Municipalities
- Formalization of Marriage
- Property and Civil Rights
- Administration of Civil/Criminal Justice
- Education
- Incorporation of Companies
- Natural Resources
- Matters of a merely local or private nature

In addition to the above, **Section 94A** and **95** allows for certain shared, “concurrent powers”. These include:

- Old age pensions (see note 51)
- Immigration
- Agriculture

IV. AN ALIGNED, PHASED APPROACH: Our Timeline for 2012-13.

As indicated previously, the Constitution calls for the establishment of *two separate committees* to facilitate the *two separate processes* for proposing policy resolutions and constitutional amendments. In 2012-13, both committees have committed to a participative and consultative process that:

- enables member participation;
- facilitates an open, transparent and consultative review process; and,
- develops good quality policy and constitutional submissions.

In order to accomplish these goals, the OWG has proposed an aligned, phased approach whereby both committees adopt similar procedures (e.g. timelines and deadlines) where feasible.

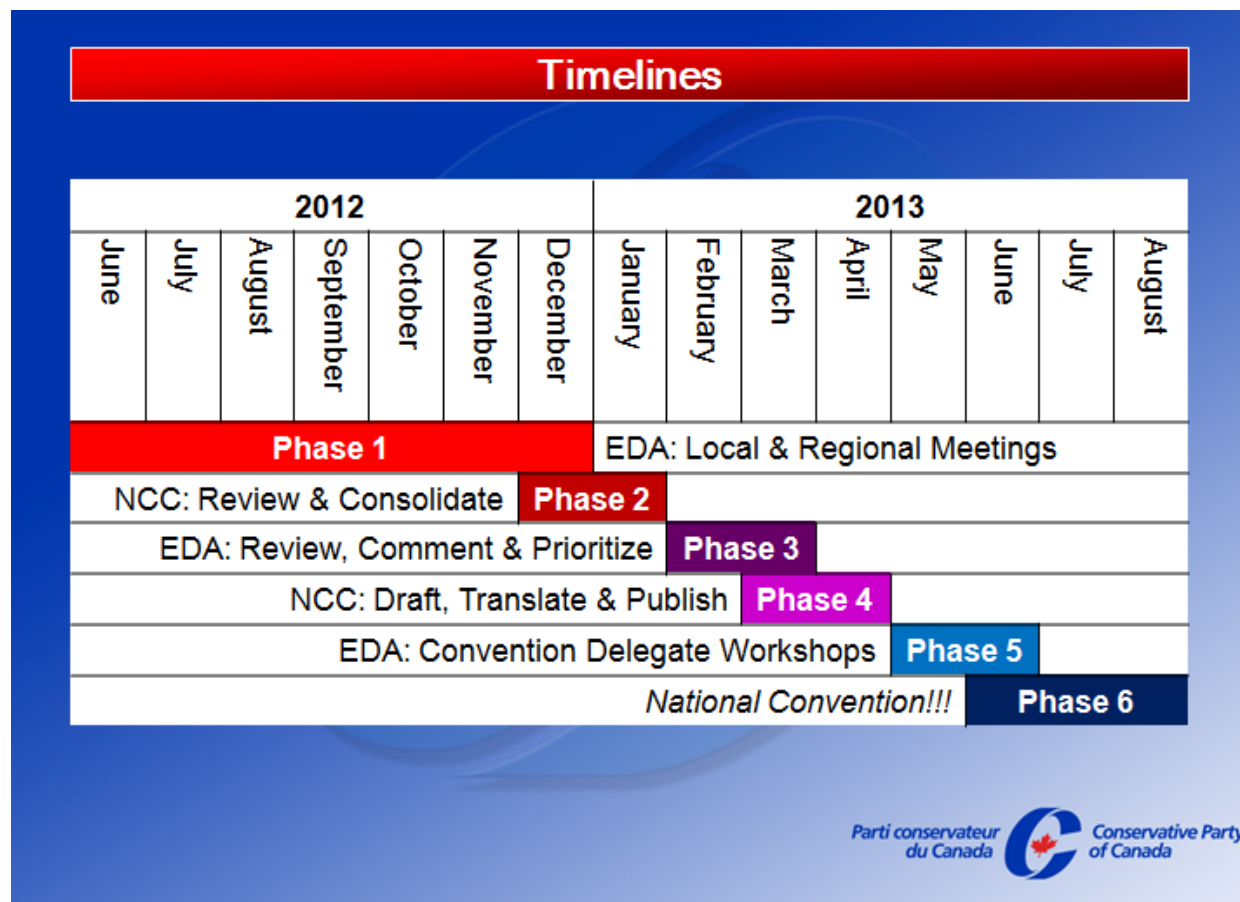


Table 1. Phases of the constitutional amendment and policy resolution processes.

Phase 1: EDA Local & Regional Meetings (Now to January, 2013)

Each EDA should have received the most recent finalized, consolidated version of the Policy Declaration and Constitution as passed by Delegates at the 2011 National Convention. Additionally, each committee is responsible for providing to the EDA presidents the procedures for submitting policy resolutions and constitutional amendments for the next National

Convention. *If you have not received the above documents, they are available on www.conservative.ca.*

The vast majority of the work needed of the EDAs takes place in Phase 1. Each EDA should:

- Establish Committee(s) of Policy and Constitution
Often, EDAs elect to establish a single “Policy and Constitution Committee” to participate in both the constitutional amendment and policy resolution processes. Some EDAs elect to establish independent committees. *If your EDA has not already struck a committee (or committees) to oversee the processes outlined in this document, it is important to do so as soon as possible.* If your EDA requires assistance in forming its committees, please contact a NPC or NCC representative.
- Select a Chairperson for Committee(s) of Policy and Constitution
The Policy and Constitution Committees are often chaired by an EDA Director, but may include – *as members of the committee* – local Party members. The Chair is responsible for serving as a liaison between the EDA Board of Directions, Party members, and the National Policy and/or Constitution Committee.
- Plan for General, Local Meetings and Regional Meetings
As their primary goal, the committee(s) should work towards the planning of a *general, local meeting* of the EDA membership to consider, draft and review constitutional amendments and policy resolutions. Another goal of the committee(s) should be participation in a *regional meeting* of EDAs to propose, debate, and vote on constitutional amendments and policy resolutions. More details regarding *general, local meetings* and *regional meetings* are found in **Section V**.
- Submit Policy Resolutions and Constitutional Amendments
EDAs – *through their president* – are expected to submit policy resolutions and constitutional amendments to the NPC and NCC. **Submission Forms** (and deadlines) are included in the packages provided to the EDA presidents by each committee.

Phase 2: NCC & NPC Review and Consolidate

Upon receiving finalized policy submissions from the EDA presidents, the NPC and NCC will embark upon a process of review and consolidation. During this Phase 2, committees will:

- work with EDAs who have submitted similar policy resolutions to see if there are possibilities for combined statements;
- review submissions for style, grammar, and coherence (the NPC and NCC will not make significant changes without the prior approval of the submitting EDA); and,
- determine whether the proposals are *Handout Ballot Proposals* or *Discussion Proposals* (more details below).

Policy resolutions and constitutional amendments which do not introduce new concepts and do

not alter the intent or scope of the Policy Declaration or Constitution will be considered *Handout Ballot Proposals*. These proposals are intended for minor changes (e.g. grammar) to the Party documents. *Discussion Proposals* are those which are eligible to be discussed at National Convention. These statements do *at least* one the following:

- delete existing policy or constitution statements;
- change the scope or intent of an existing policy or constitutional statement; and/or,
- add new policy to the Policy Declaration or Founding Principles of the Constitution.

Phase 3: EDAs Review, Comment and Prioritize

EDAs will be provided with a full list of the constitutional amendments and policy resolutions -- in both official languages -- that meet the requirements outlined above. EDAs will be given an opportunity to review, comment, and prioritize these constitutional amendments and policy resolutions to assist the committees in determining which items should be added to the agenda at National Convention.

Phase 4: NCC & NPC Draft, Translation and Publish

Each committee will collate submissions into single documents. Final translation of documents occurs. The NPC and NCC will determine the agenda for the next National Convention based on the results of *regional meetings* and the results of the process outlined in Phase 3.

If necessary, committees will -- *through a vote* -- recommend which submissions be moved to the floor of National Convention for *handout ballot* and *discussion*. When determining their votes, it is recommended that committee members consider the support for policy resolutions and constitutional amendments amongst EDAs in their provinces (e.g. based results of regional meetings).

The policy resolutions and constitutional amendments which are moved to the floor of National Convention will be translated into both official languages and provided to Convention Delegates.

Phase 5: EDA Convention Delegate Workshops

As indicated above, the policy resolutions and constitutional amendments which are moved to the floor of National Convention ("floor submissions") will be provided to Convention Delegates for review several weeks before National Convention. Convention delegates are encouraged to review "floor submissions" with their EDA prior to Convention.

Phase 6: National Convention!!!

The discussion and voting on policy resolutions and constitutional amendments will be conducted in accordance with **Section 13.6** and **16.4** of the Constitution.

After National Convention, the committees are responsible consolidating final, translated Constitution and Policy Declaration documents as "amended by the delegates to the National Convention on June 29, 2013 and consolidated by the Committee". Before these documents are made public, these documents must be approved by National Council.

V. MEETINGS: Running effective *general, local meetings and regional meetings.*

As soon as is practicable, EDAs should announce to their members that the policy and constitution process is underway. As soon as committees and chairs are established, EDAs should encourage members to volunteer. Meetings of the committees should:

- have an identified chair;
- have an established agenda;
- record attendance; and
- provide attendees with the minutes of previous meetings.

It is recommended that EDAs and their committees provide notice to members of the processes outlined in this document as soon as is practicable. This notice should include the date, time and (if possible) location of a *general, local meeting* of the EDA. *This notice should be sent no later than September 15, 2012.* A sample communication is provided in **Appendix A**.

General, local meetings of the EDA

The purpose of *general, local meetings* of the EDA is for members to consider, draft and review constitutional amendments and policy resolutions. Each EDA may develop an appropriate process for receiving policy resolutions and constitutional amendments.

Organizing a general, local meeting:

- Notice for such a meeting should be sent to members 30-days prior to the event. The notice should include the date, time and location. Additionally, notices should outline a mechanism for members to submit policy resolutions and constitutional amendments *prior* to the meeting so that they may be debated.
- *EDAs are encouraged to collect constitutional amendment and policy resolutions from Party members and establish a timed agenda for debate and voting at the meeting.*
- Members should not be charged an admission fee for attending this meeting. The EDA should absorb any costs associated with booking a venue, but the member could be expected to pay for his or her food and drinks if deemed as necessary by the EDA.
- Wherever possible, the meeting should cover both the Policy Declaration and Constitution to attract members to one, central event.

Conducting the Meeting

The purpose of *general, local meetings* of the EDA is for members to have an opportunity to propose constitutional amendments and policy resolutions, justify those proposals, and have them debated and voted upon by their peers.

It is recommended these meetings be conducted with a chair or moderator in accordance with a predetermined standard set of rules of order. Given time considerations we recommend the following procedure – as followed at National Convention – be adopted:

Subject to the discretion of the moderator in light of time constraints, policy resolutions and constitutional amendments will be debated in the following manner:

- 1 minute to introduce the resolution or amendment by a member;
- 1 minute by another member in favour of the motion; and,
- 2 speakers, each 1 minute, who oppose the motion, if present.

The chair or moderator will call a vote, which shall be counted, and the chair or moderator shall record the motion text and its voting results on the scorecard to be submitted by the EDA president to the National Committee. A sample scorecard is provided in **Appendix B**.

EDAs – *through their President* – are encouraged to submit attendance of Party members (sample Attendance Sheet Sample provided in **Appendix C**). In addition, EDAs are encouraged to submit drafts of all policy resolutions and constitutional amendments debated at the EDA meeting of membership along with the scorecard provided in **Appendix B**.

Remote EDAs Not Holding an General, Local Meeting

When this is the case, the EDA should contact their NCC and/or NPC representatives and request use of a teleconferencing line for at least one day to communicate with several members via telephone. The agenda via telephone can follow the same agenda as laid out above. When face-to-face meetings are not possible, EDAs should attempt to engage members in some fashion – e.g. *telephone, email, or web conference*.

If your EDA requires assistance hosting a general, local meeting, please contact your NPC or NCC representative.

Regional Meetings

EDAs are also to inform members of any regional meetings. The purpose of these regional meetings is to garner the support required to have a constitutional amendment and/or policy resolution added to the agenda of the next National Convention.

Organizing the regional meeting:

One EDA should volunteer to host and lead a regional meeting in their area. The ideal hosting EDA is centrally located in the region (e.g. Eastern Ontario regional meetings are usually held in Ottawa, Brockville, or Kingston; at least one GTA regional meeting is usually held in downtown Toronto).

EDAs should announce the date, time and location of regional meetings to their members.

Wherever possible, the regional meeting should discuss both policy resolutions and constitutional amendments. This is a recommended best practice (not a requirement). This will attract both crowds to one, central event where both documents can be discussed. *Remember; at this stage the EDAs already have their draft amendments from their local, general meetings. This is not the time to be drafting new amendments on the fly.*

Attendance at a regional meeting should not be restricted to EDA Board or Executive members – this is a process that should include all members. However, it is important to note that the EDAs submit constitutional amendments and policy resolutions, not individual Party members. It is recommended that participating EDAs establish a voting mechanism *prior* to the regional meeting. For more information, see *Voting Mechanisms*.

EDA Presidents should agree on a moderator prior to the event. Ideally, this is the EDA host President or a Party member familiar with the constitutional amendment and policy resolution processes (e.g. NCC or NPC Representative).

Conducting the regional meeting:

Regional meetings should be conducted in three stages:

1. Welcome (e.g. 9am):

The EDA host President welcomes attendees and outlines the agenda for the meeting. Other EDA Presidents should be succinctly introduced or allowed to introduce themselves. EDA President should note the attendance of persons of interest (e.g. National Councillors, Members of Parliament, Senators, Candidates of Record, Regional Organizers, NCC or NPC Representatives).

The EDA President should introduce the moderator. The moderator should affirm a commitment to the timetable (indicate that there will not be any grandstanding or drawn-out speeches on constitutional amendments or policy resolutions).

2. Roundtable Discussion (e.g. 9:00am to 2:00pm):

Several tables are set up in a large room, each for discussion on a different part of the Policy Resolution and/or Constitution (e.g. National Defense, Party Principles). One person at each table should take notes.

If an EDA has a policy resolution regarding immigration, for example, a representative from that EDA should raise that resolution for discussion (e.g. at the 'Immigration Policy' table). It is a best practice for the representative to have multiple, printed copies of that resolution.

Constitutional amendments and policy resolutions may be considered and revised, again and again. The ultimate goal of this process is maximizing support for the proposal.

3. Voting (e.g. 2:00pm to 3:00pm):

After the Roundtable Discussion, it is time to hold votes. EDA Presidents should have agreed upon a mechanism for voting before the meeting (see *Voting Mechanisms* below).

Regardless of mechanism, the moderator should read each amendment, the rationale, and call the vote. The moderator or a volunteer will record the results of each vote.

Following this meeting, each EDA can begin to solicit the support from the other provincial EDAs as required. Once this is done the EDAs can submit their policy resolutions and constitutional amendments.

Voting Mechanisms

EDA Presidents should agree upon a mechanism by which EDAs vote prior to the meeting. This mechanism should attempt to capture the opinions of general members of the EDAs – *at or before the Regional Meeting* – but follow the principle that each EDA has equal weight during the final vote. In other words, voting mechanisms should be informed by the opinions of general Party members of participating EDAs, but follow the principle that each individual EDA has equal weight.

Such a mechanism compliments the way policy resolutions and constitutional amendments will be voted upon at National Convention (in accordance with **Section 13.6** and **16.4** of the Constitution). Additionally, it will minimize the inherent advantage that host EDAs will have over other participating EDAs (i.e. host EDAs will most likely be able to recruit more attendees than other participating EDAs due to travel times).

There are many possible mechanisms which balance the principle of member input and equally weighted EDAs. For example, your Regional Meeting may:

- establish a delegate system, where each EDA is assigned an equal number of voting delegates;
- assign each EDA a number of votes (1, 10, 100, etc.)

This way, diversity of opinion is captured but each EDA is weighted appropriately.

Remote EDAs Not Covered by a Regional Meeting

Some EDAs may not be able to hold or participate in a face-to-face regional meeting (e.g. sparsely populated, predominantly rural regions).

If this is the case, the EDAs in that region should contact their NPC and/or NCC representatives and request use of the teleconferencing line for at least one day to communicate with several EDA members via telephone. The agenda via telephone can follow the same agenda as laid out above. The purpose is to engage every EDA and their members in some capacity – e.g. *telephone, email, or web conference. All Party members are entitled to participate in this process!!!*

If your EDA requires assistance hosting or participating in a regional meeting, please contact your NPC or NCC representative.

This is a first edition and we want your feedback! Contact Daniel Dickin (d.dickin@gmail.com), David Gentili (david.gentili@rogers.com), and/or Jim Karahalios (j_karahalios@agtahomecare.com) and let them know what you think about this document!

Appendix A. Sample Notice from EDA to Party Members

re: Join the Policy & Constitution Committee

Dear Mr. John Smith:

The Haltemprice EDA Board has established a Constitution and Policy Committee. This committee is open to all Party members and will be responsible for proposing changes to the Conservative Party of Canada's Constitution and Policy Declaration. This important grassroots process that helps put your face on the Conservative Party of Canada.

On October 1, 2012, EDA members are invited to attend a General Meeting to consider, draft and review constitutional amendments and policy resolutions.

WHAT: Haltemprice Policy and Constitution Workshop
WHERE: Westminster Pub, 1867 POGG Road
WHEN: October 15, 2012 at 5pm

For more information – including how to submit an amendment and/or resolution for review at this meeting – visit www.cpc-haltemprice.ca.

Our amendments and resolutions will be tabled at a Regional Policy and Constitution Meeting in November of 2012. With your help, they may even go to the floor for debate at our Party's next National Convention in 2013!

If you are planning to stand as a delegate at our next Convention, this is a good way to prepare yourself for the experience.

If you are interested in sitting on the Constitution and Policy Committee (or have questions about what it entails), please contact policy@haltemprice.ca.

Sincerely,

John Smith

--

Mr. John Smith, Chair (Constitutional and Policy Committee)
Haltemprice Conservative EDA
Website: www.cpc-haltemprice.ca

Appendix B. Sample Resolution and Amendment Scorecard



EDA Name:	
Policy / Constitution Committee Chair:	
EDA President:	
Date of Meeting:	
Location of Meeting:	

RESOLUTION	Votes in Favour	Votes Against	Speakers in Favour	Speakers Against

EDA President (SIGNATURE)	
Policy / Constitution Committee Chair (SIGNATURE)	

Appendix C. Sample Sign-in Attendance Sheet



EDA Name:	
Policy / Constitution Committee Chair:	
EDA President:	
Date of Meeting:	
Location of Meeting:	

Name of Member	Address	Phone Number	E-Mail	Signature

EDA President (SIGNATURE)	
Policy / Constitution Committee Chair (SIGNATURE)	