



2016 leadership election rules

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Introduction

Part A – Leadership Election Committee (LEC)

1. Leadership Election Committee

- a. The Green Party of British Columbia (the Party) Provincial Council will appoint a Leadership Election Committee (LEC). The LEC will set the rules and regulations for the B.C. Greens leadership contest. The LEC will report to Provincial Council. The Committee will use the B.C. Election Act as a guideline for areas not outlined in this document or in the Party Bylaws. No member of the LEC may participate in or be associated with the campaign of any Leadership Candidate.
- b. Staff support for the LEC will be provided by the Party administration.
- c. Each candidate will designate a single individual to be the candidate's primary contact with the LEC.
- d. The LEC will set a mandatory meeting with the designated representative of each candidate to discuss the details of the leadership campaign.
- e. The Party Provincial Secretary shall be appointed as Party Leadership Election Officer (Officer) for the 2015 Leadership Election, and shall oversee the operation of the leadership election process in coordination with the LEC.
- f. The LEC will be formed of three party members in good standing, as appointed by the Provincial Council, including the Officer.

2. Amending the Rules

- a. The rules may be revised by the LEC to facilitate a more fair election process and address matters as they arise. Rule changes will be communicated to the candidate representatives in a timely manner by e-mail and/or telephone.

3. Violation of the Rules

- a. If a candidate violates the rules it may result in sanctions against or disqualification of the that candidate by recommendation of the LEC to the Provincial Council.

4. Appeal of the Rules

- a. The rules and campaign administration can be appealed. The appeal must be in writing and submitted by email or letter mail. First appeal to the Officer. Second appeal is to the LEC. The final appeal is to the Provincial Council.

Part B – Nomination Rules

5. Leadership Candidates

- a. Any member of the Party in good standing by no later than six months prior to the announcement of the Leadership election can be nominated to be the Leader. Applications will be open as of 12:00 pm PST on October 28, 2015. To apply to be a candidate in the leadership election, the Officer must receive a complete Candidate Application Package no later than 5:00 pm PST on December 1, 2015

The Candidate Application Package includes,

- *Leadership Candidate Application Form,*
 - *Financial Agent Appointment Form,*
 - *Confidentiality Agreement,*
 - *Biography,*
 - *Professional Resume,*
 - *Membership Release Form,*
 - *Web Assets Form.*
- b. An exemption to the membership requirement for applicants may be granted by the LEC through a written request to the Officer. Possible exemptions include professional reasons or lapsed membership.
 - c. A \$7,500.00 applicant fee is due at the time of filing the Candidate Application Package. If an applicant is not approved, they will be refunded \$7,000 of their applicant fee and \$500 will be kept by the party for administrative purposes. Refer to Financial Guidelines in the application package, for more details on the applicant fee. The Applicant will receive an Applicant Fee Receipt Form from the Electoral Officer.
 - d. Candidates must appoint a Financial Agent who must complete the *Financial Agent Appointment Form* document (available as part of the candidate application package). The financial agent must be a member in good standing of the B.C. Green Party.
 - e. Following a thorough vetting process governed by the B.C. Green Party *Candidate Vetting Process* document (available as part of the candidate application package), the LEC will recommend accepting or rejecting an applicant. Approval is the responsibility of Provincial Council and will be provided within 5 business days of the receipt of an application, unless an extension is requested by the LEC.

- f. Upon approval, applicants become a “nominee” and must be endorsed by at least 75 B.C. Green Party members in good standing by December 31, 2015. The B.C. Greens will set up a personal webpage for nominees to obtain online nominations. Once a nominee has received 75 member nominations they are considered a “candidate”.
- g. Applicants and candidates must comply with all of the rules and regulations prescribed by the LEC and the BC Election Act. Complaints must be addressed to the Officer in writing.

6. Campaign Period

- a. The ‘Campaign Period’ for each candidate upon approval of their application, when they are deemed a nominee, and ends February 4, 2015.
- b. Campaign fundraising and expenditures can be undertaken by any candidate at any time during the defined campaign period.
- c. The defined spending cap in Part 7. a. applies to the campaign period.

7. Spending Limits and Contributions

- a. There is a per candidate campaign spending cap of \$25,000.
- b. “Contributions” is defined in the BC Election Act as: an amount of money or the value of any property or services provided without compensation by way of donation, advance, deposit, discount or otherwise to any of the following:
 - i. a political party;
 - ii. a constituency association;
 - iii. a candidate, in relation to that individual's candidacy;
 - iv. a leadership contestant, in relation to that individual's seeking of the leadership;
 - v. a nomination contestant, in relation to that individual's seeking of the nomination.
- c. Candidates may not accept a combined total contribution (monetary, goods, and/or services) in excess of \$2,500 from any one source.
- d. All election expenses and non-election expenses must be reported. All donations must be sourced. The financial agent shall record the names, addresses and donations of all contributors. A candidate may receive a total maximum of \$500 from anonymous donors.

- e. Financial Agents must remit a copy of bank statements on December 6, 2015 and January 6, 2016..
- f. All contributions must meet Elections BC and B.C. Green Party criteria for donations prior to deposit.
- g. The Officer may request a list of all campaign contributors and the value of each contribution received from each contributor, at any time.
- h. Financial Agents will submit to the Officer a complete accounting of the campaign expenses and contributions in the same format as required for such disclosure to Elections BC within 45 days of the election date.

8. Election Expenses

- a. Must all be in accordance with the BC Election Act and rules defined by Elections BC
- b. Election expenses are the value of property or services used by or on behalf of candidates to promote or oppose, directly or indirectly, their candidacy. Services shall include staff services.
- c. Election expenses shall be deemed to include the value of any goods that have been used in whole or in part during the campaign period.
- d. In the event any expenses are incurred on a campaign prior to registration they shall be deemed to be an election expense and included within the spending limit.
- e. Unexpended funds and/or money raised beyond the spending cap, must be transferred to the B.C. Green Party within 10 business days from the end of the Campaign Period.

9. Non-election Expenses

- a. The following shall be exempt from campaign spending limits:
 - i. Care for a child or other family member for whom the candidate is normally responsible
 - ii. Costs of travel by candidates
 - iii. Expenses incurred as a result of a physical disability.
- b. A candidate's personal election expenses must be reported for Elections BC purposes.

10. Financial Agent

- a. The Financial Agent is responsible for keeping a record of all contributions and expenses for their candidate as prescribed by the BC Election Act.
- b. The Financial Agent is responsible for reporting contributions and expenses to the Electoral Officer.
- c. The Financial Agent shall be responsible for ensuring that the rules regarding campaign finances, contributions and expense limits set out in this document are followed.
- d. The Financial Agent should refer to Elections BC's *Guide for Financial Agents Appointed Under the Election Act* and *Leadership Contestant Financial Report Completion Guide*.

11. Candidate Entitlements

- a. Registered Candidates shall be entitled to the following items:
 - i. The B.C. Green Party Office will provide nominees an electronic list of the contact information all Party members (in good standing) at the beginning of their Campaign Period and again following the membership deadline. The Candidate and Financial Agent must sign a Membership Release Form.
 - ii. Candidates are responsible for their own website and social media sites. The B.C. Green Party will provide a Candidate profile page on the Party website with appropriate links to Candidate sites.
 - iii. The B.C. Green Party will issue a digital newsletter to all Party members (in good standing) by email with Candidate biographies, profiles and links to all web assets before the end of the fifth business day following the approval of all member-nominated Candidates.
 - iv. The B.C. Green Party will communicate all aspects of the Campaign under the direction of the Officer and LEC.
 - v. Candidates shall be responsible for their personal accommodation and travel expenses during the Campaign Period. Travel costs are exempt from campaign spending limits.
 - vi. Candidates will be responsible for all other communications with membership and must follow the *Communicating with Membership Guidelines* document (available as part of the candidate application package).

12. Use of Riding Association Funds

- a. Candidate may not use B.C. Green Party riding association funds for their campaigns.

13. Membership Lists

- a. Unauthorized use of the B.C. Green Party membership list may result in the disqualification of the campaign's candidate, as recommended by the LEC to the Provincial Council.

Part C – Election Rules

14. Voting

- a. All B.C. Green Party members residing in British Columbia and in good standing prior to December 31, 2015 are eligible to vote.
- b. Voting is confidential.
- c. Each eligible voter on the eligible member list will be sent a Voter Instruction Letter during the week of December 13, 2015.
- d. Voting will be governed by the *B.C. Green Party Election Rules* document (available as part of the candidate application package).
- e. Members may vote any time they wish during the voting periods.
- f. If you have problems voting, contact the Officer at elections@greenparty.bc.ca.

15. Online voting period

- a. An online voting period will open 14 days prior to election day and will close at 5:00 pm Pacific time on election day.
- b. Online voting is governed by the B.C. Green Party online voting rules as per Provincial Council elections.

16. Election Day

- a. Election Day voting is governed by the B.C. Green Party online voting rules as per Provincial Council elections.
- b. Candidates may appoint a scrutineer to observe voting.

- c. The Election Officer will audit the voting process.
- d. If a member cannot vote online and will not be attending the Leadership Convention they may request a mail in ballot by three weeks before election day (January 15, 2016). Mail in ballots must be returned to the Elections Officer by the end of business no later than one week (7 days) before election day (January 29, 2016).