



# Saskatchewan Party Leadership Election 2018 Official Campaign Rules

## Preamble

These are the Official Campaign Rules for the 2018 Saskatchewan Party Leadership Election. These rules are to be read in conjunction with the Constitution of the Saskatchewan Party.

If clarification on these rules is required, please direct any inquiries to the Electoral Officer (EO).

## Structure

In accordance with the Constitution, the Provincial Council of the Saskatchewan Party will appoint a Leadership Election Organizing Committee (LEOC) and an Electoral Officer (EO) who will be a member of the LEOC.

These Official Campaign Rules, which will serve to govern the Leadership Election, are to be approved by the Provincial Council.

Members of the LEOC must remain neutral throughout the Leadership Election process and will not support any leadership candidate or involve themselves in any leadership campaign in any way.

The EO is the chair of the LEOC and is responsible for the application and interpretation of these rules. The EO may consult with members of the LEOC on the interpretation of these rules and will make rulings on issues raised by the campaigns. The rulings of the EO are final and may not be appealed.

Campaigns, through their Official Representatives, will liaise directly with the EO. Each leadership candidate must name an Official Representative in their nomination package. In the event that a leadership candidate wishes to have an issue formally addressed by the LEOC, the Official Representative for that leadership candidate must submit a description of the issue in writing to the EO.

## Head Office

Party staff are to remain neutral through the Leadership Election process and will not support any leadership candidate or involve themselves in any leadership campaign in any way.

## Auditors

The EO and LEOC will select an Auditor to carry out oversight to ensure the integrity of the Leadership Election Process. The Auditor will also oversee the voting and vote counting process and will provide a report verifying the integrity and accuracy of the process and vote count at the Leadership Convention.

## Date and Location of Leadership Convention

The date of the Leadership Convention and the announcement of the winner and the new Saskatchewan Party Leader shall be January 27, 2018. The Leadership Convention will be held in the city of Saskatoon.

If there is exactly one duly nominated leadership candidate as of the Nomination Deadline, that leadership candidate shall be immediately declared the new Leader of the Saskatchewan Party. That leadership candidate will still be required to fulfill all relevant provisions of the Official Campaign Rules, including but not limited to the sections dealing with Disclosure of Donors and Excess Donations.

## Nominations

Leadership Nomination Packages may be obtained upon request from the EO, at Saskatchewan Party Headquarters, 6135 Rochdale Blvd, Regina, SK, S4X 2R1.

The Nomination Deadline for filing a completed nomination package is 12:00 noon (Saskatchewan Time) November 24, 2017, at Saskatchewan Party Headquarters.

Individuals seeking candidacy are encouraged to file their Nomination Package ahead of time in order to allow for the verification of the completeness of their Nomination Packages and sufficient time for any corrections. The Nomination Package may be filed in multiple parts but it is the responsibility solely of the individual seeking nomination to ensure that all components of the package are filed on time. The EO and Party Headquarters will provide updates as to the completeness of an individual's Nomination Package only upon request by that individual.

Under no circumstances whatsoever will any nomination papers be accepted after 12:00 noon (Saskatchewan Time), November 24, 2017. Individuals who have filed incomplete materials and who do not complete their filing before the above time will have their application rejected.

Nomination Packages must include a completed Nomination List of at least 250 members in total from at least 25 different constituencies. This list must include the date, signature, name, address, and constituency of every member, who, by his or her signature, indicates his or her support for the individual seeking nomination at the time of signing the nomination papers.

Unless waived by the EO in consultation with the LEOC, the leadership candidate must have been a member in good standing of the Party for at least six (6) months; however, to allow for inadvertent delays in renewal of membership, an application may be accepted from someone who is a member in good standing at the time of filing the application and had been a member of the Party for at least the last six (6) months of the previous calendar year.

Each Candidate must provide a current Criminal Record Report and a full current Credit Report as well as a complete listing of all social media accounts used in the last 10 years and links to those accounts if they are still active.

Nomination Packages must be accompanied by a Filing Fee of \$25,000, will be broken down as follows:

- a. A \$10,000 non-refundable fee, in the form of a certified cheque or bond, for the purchase of a license to use the Saskatchewan Party Membership List; and
- b. A \$15,000 deposit, in the form of a certified cheque or bond, refundable provided that the candidate:
  - i. Does not withdraw and completes the election;
  - ii. Completes and complies with the Licensing Agreement for Use of the Saskatchewan Party Membership List, as attached in the Appendix;
  - iii. Receives at least 10% of the votes counted on the final ballot on which the candidate's name appears;
  - iv. Meets all disclosure requirements for his or her campaign;
  - v. Pays any fines due; and
  - vi. Complies with all rules and agreements.

Failure to comply with any of these provisions shall result in the forfeiture of the leadership candidate's \$15,000 deposit.

The Saskatchewan Membership List shall only be made available to a leadership candidate after his or her nomination has been approved, once the Licensing Agreement for use of the Membership List has been executed by the EO and Official Representative for that leadership candidate, and upon payment of the Filing Fee, at which point the leadership candidate becomes a Nominated Candidate. The Membership List, and subsequent updates until the list is embargoed, may be obtained from Party Headquarters once the above requirements have been met.

### Membership Sales Cut Off Dates

New memberships or membership renewals must be received at Party Headquarters by 5:00 pm (Saskatchewan Time) on December 8, 2017. Any memberships received after this time will not be eligible to vote in the Leadership Election and will not be added to the Official Voters' List.

### Official Voters' List

The Saskatchewan Party Headquarters will be responsible for maintaining and updating the Saskatchewan Party Membership List.

As of November 1<sup>st</sup>, membership submissions by Leadership Campaigns will be embargoed and no updates to the Membership List shall be provided to campaigns until after the membership cutoff date of 5:00 pm (Saskatchewan Time) on December 8, 2017 has passed. The EO may, at his or her sole direction, periodically provide updates to the Membership List submitted by individuals and constituency associations but never in any event from Leadership Campaigns.

As of 5:00 pm (Saskatchewan Time) on December 8th the EO will compile an Official Voters' List and will then provide this list to all Nominated Candidates in as timely a manner as possible, and absolutely no later than 5:00 pm (Saskatchewan Time) on December 15, 2017.

The Official Voters List shall consist of all members entitled to vote in a Leadership Election, as set out in the Saskatchewan Party Constitution, effective November 24, 2017.

All members on the Official Voters' List will be entitled to vote in the Leadership Election. No member who does not appear on the Official Voters' List shall be entitled to vote in the Leadership Election.

### Verification of Membership Submissions

The EO will have the sole discretion of verifying any membership(s) submitted by Leadership Campaigns and may refuse any membership(s). In the event that a membership is refused, the EO will advise the leadership campaign that submitted the membership(s) within 7 days of the decision to refuse.

Verifications of memberships by the EO will take at least one (1) day and no more than 7 days. Campaigns notified of membership refusals after the cutoff date and time of 5:00 pm (Saskatchewan Time) on December 8, 2017 will have twenty-four (24) hours from the time of notification by the EO to correct and resubmit the membership(s) for processing and verification.

Unless deemed appropriate by the EO or a majority of the LEOC, no penalty shall be imposed for incomplete or incorrect membership submissions.

All Leadership campaigns are bound by and must follow the Saskatchewan Party's Membership policy as approved by Provincial Council.

### Submission of Memberships

Memberships must be submitted to the Saskatchewan Party Office via the Online Membership option of the Saskatchewan Party Website or by Membership slips that must be completely filled out with the accompanying payment.

Incomplete membership slips or memberships submitted that do not have the appropriate funds will be rejected.

Please review the Saskatchewan Party Membership policy as approved by Provincial Council (attached).

### Spending Limits

A \$250,000 spending limit has been established for the Leadership Election and campaign period for each Nominated Candidate. Each campaign must submit a detailed audited list of expenditures and expenses to the EO within 60 days after the completion of the campaign. The spending limit and audited list must include all expenses incurred that are related to the leadership campaign, whether they were incurred before or after the candidate became officially nominated.

### Soliciting Donations

Donations may be accepted from any individuals and organizations that are able to donate to registered political parties solicited under *The Election Act, 1996* with the following exceptions. Donations may not be solicited or collected from any federal or provincial political parties, or the constituency associations of any federal or provincial political parties.

Approved by Provincial Council on August 19, 2017

Elections Saskatchewan has advised that donations made directly to a Nominated Candidate's campaign are not considered to be political contributions and are therefore not receiptable for tax purposes.

Any and all donations solicited and/or collected for the Saskatchewan Party must be submitted directly to Party Headquarters along with complete name and address information for the donor. The Official Representatives of the Nominated Candidates shall not deposit in the bank account for his or her Nominated Candidate any donations intended for the Saskatchewan Party.

### Disclosure of Donors

Leadership Campaigns are required to complete and file two Preliminary and one Final Leadership Election Returns, as attached in the Appendix.

The Preliminary Leadership Election Returns must be submitted to Party Headquarters no later than 5:00 pm on the following dates:

- a) By November 15, 2017 for all donations received up to October 31, 2017; and
- b) By January 15, 2018 for all donations received from November 1, 2017 to December 31, 2017.

The Preliminary Leadership Election Return must include a list of:

- a) All donors who made total donations of \$250 or more;
- b) Total dollar amount and number of donors under \$250; and
- c) Any donations-in-kind received.

The Final Leadership Election Return must be submitted to Party Headquarters no later than 5:00 pm on March 28, 2018 and must include a complete and final list of:

- a) All donors who made total donations of \$250 or more;
- b) Total dollar amount and number of donors under \$250;
- c) Any donations-in-kind received; and
- d) All expenses incurred.

Both returns must be completed in their entirety and must include the name and address of the donor, as well as the total amount of the donation made. The donor lists must include all donations collected by the leadership campaign, whether they were collected before or after the candidate became officially nominated.

In the event that there is only one Nominated Candidate for the Leader of the Party the deadline for submission of the Final Leadership Election Return will be 60 days after the close of nominations.

In the event that a Leadership Campaign does not submit either the Preliminary or Final Leadership Election Return by the stated deadlines, the EO may impose whatever penalty he or she deems appropriate such as a fine, suspension from participation in leadership events or disqualification. The EO may also choose to withhold the \$15,000 refundable portion of the filing fee.

The Preliminary and Final Leadership Election Returns submitted by each Leadership Campaign will be public documents and will be posted on the Saskatchewan Party website.

### Excess Donations

Nominated Candidates shall pay all donations in excess of their expenditures to the Saskatchewan Party.

Excess donations paid to the Saskatchewan Party will NOT be eligible for tax receipts under the agent provisions of section 240 of *The Election Act, 1996*, and will be reported on the Saskatchewan Party Annual Return as (Name of Nominated Candidate) Leadership Campaign, unless further clarification is received by Elections Saskatchewan.

### Voting System

The Leadership Election will be conducted on a one member-one vote preferential ballot system. In order for a member to be eligible to vote, that member's name must appear on the Official Voters' List.

Voting will be by mail-in ballot or in person at the Leadership Convention. A member cannot vote twice, ie. by mail in ballot and then again in person at the Leadership Convention.



## Voting Packages

Each member who appears on the Official Voters' List will be mailed a Voting Package. The package will be mailed to the address that appears on the Official Voters' List.

The voting package will contain the following materials:

- a. Voting instructions;
- b. A voting declaration form;
- c. A ballot;
- d. A ballot envelope;
- e. A return envelope;
- f. A list of acceptable identification to be included in the return envelope for verification purposes; and
- g. A brief fundraising piece for the Saskatchewan Party.

The LEOC will assign a unique voting number to return envelopes for the purpose of determining which members have voted and ensuring that no one votes more than once.

## Voting Process

The EO will mail out the Voting Packages as soon as possible after the Official Voters' List has been compiled.

Voting envelopes will continue to be received until 5:00 pm on January 26, 2018. Voting envelopes may be mailed or dropped off at the Saskatchewan Party Office or an alternate location as determined by the EO in consultation with the LEOC.

Mail in ballots shall be counted at the Leadership Convention, at a specific time to be determined by the EO. For the purpose of counting the ballots, the EO may establish as many counting stations as deemed necessary. Each campaign may have one scrutineer at each counting station.

In advance of the start of the Leadership Convention, the EO will compile an Official Convention Voters' List, exclusive of all members of the Official Voters' List whose mail in ballot has been received. Only members on the Official Convention Voters' List will be entitled to receive a ballot and vote at the Leadership Convention.

Once voting has closed, the EO will count the Leadership Convention ballots, and upon completion of this process, will tally together these results with the results of the mail-in ballot.

If there is no Nominated Candidate with a clear majority (50% plus one of the votes counted), the Nominated Candidate with the lowest number of votes will be dropped from the ballot and his or her votes will be distributed to the other Nominated Candidates as per the preferential balloting system. This process shall continue until one Nominated Candidate receives 50% plus one of the votes counted, at which time the EO shall announce the results of the Leadership Election to participants of the Leadership Convention. The result of each round of counting shall be announced at the Leadership Convention when it is completed. The President shall cast a ballot which will remain sealed and will only be opened and counted if there is a tie between two or more of the Nominated Candidates with the lowest number of votes and a tie breaking vote is needed to determine which Nominated Candidate is eliminated.

### Leadership Events

The EO and LEOC will schedule and organize a minimum of four but not more than six All Nominated Candidate Forums around the province as well as any additional events they see fit, fundraising or otherwise. Only Nominated Candidates will be entitled to participate in Leadership Events.

It will be the responsibility of the EO to ensure that these events are organized and conducted in a fashion that is fair to all Nominated Candidates. As such, all events will be organized with the input of the campaigns' Official Representatives.

### Campaign Materials

Nominated Candidates are only permitted to use the Party Logo once their nomination has been approved and upon payment of their filing fee. A digital copy of the logo may be obtained from Party Headquarters at 6135 Rochdale Blvd, Regina, SK, S4X 2R1. Any and all use of the Party logo must comply with the Visual Identity Guide for the Saskatchewan Party Logo and must be approved by the EO.

The EO may assess penalties for the misuse of the Party Logo. All materials produced and distributed by a Leadership Campaign, including but not limited to correspondence, brochures, websites, and electronic communications must include the following authorization tag.

“Authorized by (insert first and last name of Official Representative), Official Representative for the (insert name of Nominated Candidate) leadership campaign.”

Furthermore, a copy of each printed item produced and distributed by a Leadership Campaign, including but not limited to letterhead, business cards, brochures, tickets and the like must be sent to Party Headquarters for archival purposes.

## Dispute Resolution

Disputes between parties and individuals will be resolved by the EO through mediation and then arbitration techniques as appropriate. If a dispute between parties cannot be resolved by agreement, the EO will conduct an investigation and provide a summary of the dispute to the LEOC, after which he will render a decision on the matter. The decision of the EO is final and no appeals will be entertained.

All Leadership Campaigns, Nominated Candidates, constituency associations and members of the Saskatchewan Party have a right to file a complaint for resolution as described above.

If it is alleged that a Nominated Candidate or a Leadership Campaign is violating the terms of the Licensing Agreement, the EO will conduct an investigation into the alleged violation with the support of the LEOC. Upon completion of the investigation, the LEOC will determine whether there has been a violation and if so will then, by majority vote, enforce any penalty it deems appropriate, including but not limited to:

- A) a fine not to exceed \$15,000, which would be taken from the refundable portion of the Nominated Candidate's filing fee;
- B) Suspension from participation in leadership events; and
- C) Disqualification from the Leadership Election.