

*Le français suit.*

## **GPC Federal Council Election Rules**

Approved by Federal Council on December 20th, 2023

### **1. Oversight**

- 1.1. The Federal Council Governance Committee governs the Federal Council election process, including all nomination and election processes during the elections period, beginning on the date nominations open and ending on the date results are announced.
- 1.2. Federal Council must approve the timeline for any Federal Council election. This timeline will be recommended by the Governance Committee after consultation with the Executive Director and must include dates for opening and closing of nominations, opening and closing of voting, and announcement of results.
- 1.3. Any member of the Governance Committee or of Federal Council who intends to submit or has submitted an application for election or reelection to Federal Council must recuse themselves from all deliberations and decisions regarding the election process.
- 1.4. The members of the Governance Committee who do not recuse themselves pursuant to Rule 1.3 shall constitute the Federal Council Election Oversight Subcommittee (the Subcommittee), which is automatically constituted at the start of the elections period. The Subcommittee selects its own Chair(s). The Governance Committee Chair(s), even if they are recusing themselves, remain responsible to ensure that the Subcommittee is formed and starts meeting.
- 1.5. A member of staff designated by the ED shall sit on the Subcommittee as a non-voting member.
- 1.6. The members of the Subcommittee must remain neutral for the duration of the elections period. This includes nominating, endorsing or otherwise supporting or opposing any nominee or candidate.
- 1.7. If there are fewer than five members of the Subcommittee at the start of an election period, Federal Council shall appoint additional voting members to reach that minimum.

- 1.8. During the elections period, the Subcommittee meets weekly. Between meetings, the Subcommittee discusses issues and makes necessary decisions by email. Every effort is made to achieve consensus before reverting to a vote.
- 1.9. Subcommittee meetings are open to all councillors not required by Section 9 to be impartial. Meeting minutes are available to all FC members not covered under Section 9, immediately following a meeting. Meetings must be video recorded and made available to FC members immediately following a meeting. All Subcommittee emails are considered official documents and are to be saved in Google Drive.
- 1.10. The Subcommittee receives election results and presents those results to Federal Council.
- 1.11. The GPC Federal Council Election Rules, application form (Appendix A) and timeline shall not be amended once the nominations period has opened, except in the case of unforeseen and unavoidable events beyond the reasonable control of the Subcommittee and the Party. Such changes must only be approved by Federal Council.

## **2. Information**

- 2.1. For the duration of the election period, the home page of the Party website at [greenparty.ca](http://greenparty.ca) shall provide a link to current election information, including these Election Rules and the election timeline that is easily findable by the ordinary viewer.
- 2.2. Any Council election must be announced to the full Party membership.
- 2.3. Additional information available on the Party website includes Federal Council job descriptions, the Federal Council Handbook, the Federal Council Code Of Conduct, the Members' Code of Conduct, the Constitution and Bylaws, and the Transparency and Confidentiality Policy.
- 2.4. All information regarding the election as described in 2.1 and 2.2 shall be accessible from a single page on the website (via hyperlinks).

## **3. Communication, Questions, and Complaints**

- 3.1. All communication concerning clarification of these Rules and the election process must be submitted by email via [elections@greenparty.ca](mailto:elections@greenparty.ca). Phone calls will not be accepted under any circumstances. Staff, Subcommittee members,

and members of Federal Council or Fund Board, must direct complainants to email [elections@greenparty.ca](mailto:elections@greenparty.ca).

- 3.2. Any member who is dissatisfied with any aspect of the elections process as outlined in these Rules may file a complaint with the Subcommittee.
- 3.3. All complaints about rules infractions must be submitted in writing to the Subcommittee using the GPC Federal Council Election Complaint form (Appendix B). Written complaints in any other form and verbal complaints will not be accepted.
- 3.4. Anonymous complaints will not be accepted. A complaint must be made by a person with direct knowledge of or who possesses evidence of the facts on which the complaint is based.
- 3.5. Complaints are acknowledged within 24 hours of reaching the Subcommittee and will be addressed as soon as possible. If a substantive response is not received within 48 hours by the complainant, the Subcommittee will notify the complainant that a decision is in progress.
- 3.6. Complaints that refer to issues not encompassed by these Rules will be acknowledged but not addressed. A list of those issues will, however, be retained for possible inclusion in the next version of the Rules.
- 3.7. If a member is dissatisfied with a decision made by the Subcommittee, they may appeal the decision to the Executive Council.

#### **4. Eligibility**

- 4.1. Nominees must have been Party members in good standing for a minimum of the three months immediately prior to the opening date of nominations and must remain members in good standing throughout the elections period.
- 4.2. Nominees must have no outstanding debts to the Party as of the opening date of nominations.
- 4.3. Nominees will be vetted via a social media check. Nominees must not have shown, within reasonable recency, a pattern of actions, and must not have published statements, that would be considered to be in breach of the Members' Code of Conduct, or in violation of the six core principles of the Global Greens.
  - 4.3.1. A "published statement" is a statement formally made public or prepared and printed for distribution and sale by the person who made the statement.

- 4.4. Nominees are allowed to apply for only one Federal Council position. An incumbent Councillor in a position that would not otherwise be up for election who wishes to apply for election to a different position must advise the Executive Director to include their position in the upcoming elections.
- 4.5. The following people are ineligible to run for Federal Council:
  - 4.5.1. Employees of the Party, of an MP, or of the Party Leader (including contractors);
  - 4.5.2. Anyone applying for employment with the Party, an MP or the Party Leader;
  - 4.5.3. Former employees of the Party, of an MP or of the Party Leader whose employment with the Party, an MP or the Party Leader ended less than two years before the opening of Federal Council nominations;
  - 4.5.4. Any spouse, common-law partner, parent, parent-in-law, sibling, sibling-in-law, biological or adoptive child of: employees of the Party, an MP of the Party, the Party Leader, or Members of Federal Council.
- 4.6. Nominees must have access to email and a reliable Internet connection.

## **5. Application**

- 5.1. Nominees must submit a completed, legible application via the official form on the Party website by the close of nominations. The application form must include:
  - 5.1.1. A candidate profile of 300 words or less if writing in English, or of 350 words or less if writing in French, which promotes their candidacy and introduces them. Profiles may be submitted in English and/or French. Profiles received in only one language will be translated by the Party. The word limits do not apply to translations provided by the Party.
  - 5.1.2. An outline of the relevant skills and experience of 250 words or less in English or 300 words or less in French. Submissions may be in English and/or French. Submissions received in only one language will be translated by the Party. The word limits do not apply to translations provided by the Party.
  - 5.1.3. One digital photo of the applicant/nominee.
  - 5.1.4. All social media handles.
  - 5.1.5. A complete list of nominators, as per Bylaw 2.1.1.1, 2.1.2.1, or 2.1.4.1, for the position being sought. Nominators must be Party members in good

standing as of the application deadline. Nominees must obtain written permission from nominators, including permission to publicly name them as nominators. Proof of permission must be provided. Proof can be an email thread in which the nominator answers affirmatively to a request to nominate.

- Applicants for Executive Council positions must provide at least 20 nominators.
- Applicants for provincial representative positions must provide at least 5 nominators who live in the province the applicant is seeking to represent.
- Applicants for Territories Representative must provide at least 5 nominators who live in the Territories.
- Applicants for Indigenous Representative positions must provide at least 20 nominators.

5.1.6. Applicants for Indigenous Representative positions may be subject to additional vetting requirements, for indigeneity, determined by the Indigenous Peoples Advisory Circle.

5.1.7. Contact information for communication with the Subcommittee and Party staff.

5.1.8. Optional: Any contact information that the nominee would like to share with the Party membership (phone, email, website, etc.).

5.1.9. Information on the application that will be publicly available to membership of the party includes: candidate introduction statement (5.1.1), candidate skills/experience statement (5.1.2), candidate photo (5.1.3), the names of nominators (5.1.5) and contact information that the nominee has requested be shared (5.1.8).

5.2. A nominee will be notified by email of errors/omissions in their application within 2 business days of receipt and is required to provide revisions within 48 hours of notification by staff. Only complete applications will be considered; all required fields on the application form must be completed and proof of nomination must be provided for an application to be considered.

5.3. An application will be rejected if it is late or remains incomplete after the notice given and the time allowed to correct, or if the applicant is not eligible.

- 5.4. Before voting begins or any candidate information is made publicly available, the Subcommittee must approve each candidate application.
- 5.5. Before an application can be approved, Party staff must verify the membership and residency (where applicable) of applicants and their nominators, and verify that nominators have given permission to the applicant to list them as nominators.
  - 5.5.1. Any individual required to be impartial under the FC Election Rules is not permitted to assist applicants in gathering nominators.
  - 5.5.2. Any individual required to be impartial under the FC election rules are not eligible to nominate a candidate for FC election and such nominations will be deemed invalid.
  - 5.5.3. Any member required to be impartial under the FC election rules is not permitted to recruit or be involved in the recruitment of candidates, or to assist applicants in finding nominators, except through official party communications, applied equally to all applicants or candidates. Official party communications must be CC'd to FCEOS and maintained in Election records. Evidence to the contrary may disqualify a nominator's nomination of a candidate.
- 5.6. Nominees shall be notified by email of their acceptance or rejection as a candidate within 5 days of the close of nominations. If an application is rejected, the applicant shall be informed of the reason(s). All applicants will be notified simultaneously.

## **6. Publication of Election Candidates**

- 6.1. Within 2 days of acceptance, a nominated candidate shall be issued a greenparty.ca email address which will remain in effect until the announcement of results. The candidate may also use a personal email address.
- 6.2. Following the close of nominations, the name, photo, profile, and nominators of all candidates shall be published on the Party website, and members shall receive an email directing them to that information. Members who require paper ballots shall receive this information by mail.
- 6.3. Text submitted by candidates is accompanied by a Party disclaimer that the messages represent the views of the candidates only. Errors in grammar or

spelling will not be corrected, and photo quality will not be improved. Only names and pronouns of individuals mentioned will be corrected.

## **7. Campaigning During Elections**

- 7.1. Candidates are not allowed access, direct or indirect, to party membership lists.
- 7.2. The Party will email (and may publish to the website) one message from each candidate in addition to the candidate profile.
  - 7.2.1. Each message can be no longer than 250 words if submitted in English or 300 words if submitted in French. Messages may be submitted in English and/or French. Messages received in only one language will be translated by the Party. The word limits do not apply to translations provided by the Party.
  - 7.2.2. The elections timeline will include the deadlines for submission of the message, and the expected date of publication. Messages received from individual candidates after the deadline will not be published or emailed.
  - 7.2.3. Messages from candidates for Executive Council and Indigenous Representative positions will be sent to all members.
  - 7.2.4. Messages from candidates for provincial representative positions will be sent only to members who live in the province the candidate is seeking to represent.
  - 7.2.5. Messages from candidates for Territories Representative will be sent only to members who live in the Territories.
- 7.3. From the opening of nominations until the close of voting, the Party will not use the names or photos of Federal Council applicants and candidates in public communications except for those provided for under rule 6.2.
- 7.4. At the discretion of the Executive Director, the Party may provide publicity for member-organized events, only if the event organizers have offered an equal opportunity to participate to all candidates for any given position.
- 7.5. The Party will support and publicize at least one online public GPC members Town Hall with all candidates for members to listen to brief statements from candidates and ask questions.

## **8. EDA Involvement During Elections**

- 8.1. EDAs must not support any one candidate or group of candidates to the exclusion of others.
- 8.2. EDAs must not reference any candidate website other than the candidate pages on the official Party website (<http://www.greenparty.ca>).
- 8.3. EDAs may support the electoral process by providing opportunities to all candidates for any given position to engage with their members and by encouraging voting.
- 8.4. To distribute information about candidates, an EDA must provide information about all candidates for the position in the same message. EDA's must cc the FC Election Oversight Committee on all FC election related emails to members.
- 8.5. EDAs are responsible for the accuracy of voting information they provide to their members. Inaccurate, misleading, or incomplete information about the election process is not allowed.
- 8.6. The rules in this section also apply to Provincial/Territorial Organizations and Regional Associations.

## **9. Conduct During Elections**

- 9.1. Subcommittee members, Party staff, and volunteers involved in the conduct of the election must remain entirely impartial. If a Subcommittee member wants to nominate or endorse a contestant, they must first resign their position. Any other member may, as an individual, nominate, endorse, support, or campaign for any candidate.
  - 9.1.1. Subcommittee members, Party staff, and volunteers involved in the conduct of the election referenced in 9.1 must act impartially throughout the Federal Council elections and must not use their position or access to Party resources to influence the electorate, or nominators, by supporting or opposing any particular applicant, or contestant or any person who has publicly announced their interest in becoming a Contestant.
  - 9.1.2. Subcommittee members, Party staff, and volunteers involved in the conduct of the election must not:
    - participate as a supporter in an individual campaign event of any Contestant;
    - communicate by mass media (social media, interviews, printed material, etc.) support for or against any individual Contestant;



- engage in any other activity or communication that indicates or provides favour or access to one Contestant over any other;
  - utilize any resources or information to which they have access by virtue of their official position in the Party, or in a Unit thereof, in support of one or more but not all Contestants.
- 9.1.3. Subcommittee members, Party staff, and volunteers involved in the conduct of the election will take all reasonable precautions to avoid favouring or appearing to favour any particular Contestant(s), over other Contestants during the Federal Council elections.
- 9.2. The Leader and Deputy Leader(s) must remain impartial.
- 9.2.1. GPC's Leader and Deputy Leader must act impartially throughout the Federal Council elections and must not use their position or access to Party resources to influence the electorate by supporting or opposing any particular Contestant or any person who has publicly announced their interest in becoming a Contestant.
- 9.2.2. The Leader and Deputy Leader must not:
- participate as a supporter in an individual campaign event of any Contestant;
  - communicate by mass media (social media, interviews, printed material, etc.) support for or against any individual Contestant;
  - engage in any other activity or communication that indicates or provides favour or access to one Contestant over any other;
  - utilize any resources or information to which they have access by virtue of their official position in the Party, or in a Unit thereof, in support of one or more but not all Contestants.
- 9.2.3. The Leader and Deputy Leader will take all reasonable precautions to avoid favouring or appearing to favour any particular Contestant(s), over other Contestants during the Federal Council elections.
- 9.3. Where any support service is provided by the Party to any Contestant, the same service must be offered to all Contestants.
- 9.4. Candidates must not utilise any resources or information to which they have access by virtue of their official position in the Party, in a Unit of the Party, or in the GPC Fund in support of their campaign. Candidates' access to GVote will be

suspended upon the acceptance of their application and through the remainder of the elections period.

- 9.5. No individual is permitted to utilise any resources or information to which they have access by virtue of their official position in the Party, in a Unit of the Party, or in the GPC Fund in support of a candidate.
- 9.6. Candidates and Party functionaries must not make or distribute inaccurate or defamatory statements about candidates.
- 9.7. Candidates must not publicly discuss ongoing Ombuds and Appeals Committee or Members' Code of Conduct reviews during the elections period.
- 9.8. Candidates must not publicly allege that an infraction of the election rules has occurred without a ruling from the Subcommittee that the infraction actually occurred. Such rulings shall be made public, but shall not include the name of the original complainant.
- 9.9. Conflict between candidates is to be resolved as soon as possible. The first step is to address the issue privately in a direct and constructive manner. If resolution cannot be reached, or the candidates are unwilling to speak to one another, the issue must be taken to the Subcommittee.
- 9.10. Candidates must accept the election results with grace, refraining from negative comments.
- 9.11. Candidates must conduct themselves in accordance with the Members' Code of Conduct and the six core principles of the Global Greens during the elections period. Should a candidate fail to do so, the Subcommittee may remove them from the election.
- 9.12. Candidates are not permitted to campaign as affiliated groups or teams. Affiliation includes, but is not limited to, running a shared website and publishing a common platform or plan. Individual candidates may express support for other individual candidates as members.

## **10. Voting**

- 10.1. Ballots shall list along with the name of each candidate and the position for which they are running, the province or territory and the bioregion in which the candidate resides. Indigenous Representative candidates shall be provided an option to have the ballot include the name of their respective Nation(s) and the Indigenous Territory where they are based.

- 10.2. At least two reminders to vote must be emailed to members during the voting period. The reminders must have the words "vote" and "ballot" clearly featured in the subject line.
- 10.3. The Subcommittee shall ensure the fairness, reliability and security of the electronic and paper voting system by delegating the process to a competent, trusted third party which will handle all electronic and paper ballots. The Party will be responsible for retaining detailed records of voting, and results, for all Federal Council elections.
- 10.4. The election shall be conducted by the Instant Runoff vote counting method for single-seat, preferential, ranked ballots. First to achieve a majority is the winner. In case of a tie between the top two contestants, the majority will be determined by adding remaining ballot preferences. If the election results in a tie, a coin shall be tossed by the Subcommittee chair(s), witnessed by the Subcommittee.
- 10.5. An election cannot be cancelled once the nomination period has opened, except in the case of unforeseen and unavoidable events beyond the reasonable control of the Subcommittee and the Party.
- 10.6. An election cannot be annulled once the voting company has submitted the results, unless there is evidence of undue influence within the election cycle where circumstances with rule violations are severe enough that they will disqualify a candidate.
  - 10.6.1. Such circumstances may include, but are not limited to:
    - Recruitment by those covered under section 9.
    - Gross misconduct contrary to Green Values or the Members' Code of Conduct.
    - Receiving and accepting or participating in unequal resource distribution from the GPC that was not available to all contestants.
    - Using GVote or official lists of members during an FC election period.
    - Accepting or communicating endorsements from those listed in Section 9.
    - Using members required to be impartial by Section 9 as nominators.
    - Violations under section 11 Election Finances.

- 10.7. The security and reliability of the online voting company must be trusted. The verified results from the voting company are simply received rather than accepted or rejected.

## **11. Election Finances**

- 11.1. No campaign spending or donations, either by candidates or members on behalf of a candidate, are permitted as part of the Federal Council nominations and elections processes.
- 11.2. Individuals must pay their own membership fees. Reimbursement of membership fee costs by another individual is prohibited.

## **Appendix A: GPC Federal Council Election Nomination Application Form**

*We respect your privacy. Information that you provide in the "Eligibility" section will not be stored in our database, and will be handled only by authorized election officials.*

*(The online version has drop down menus, text boxes, radio buttons and word counters where applicable.)*

Position Sought:

First Name:

Last Name:

Pronouns:

Address:

Email Address:

Phone Number:

Social Media Handles:

Accommodations required, if any:

### **Eligibility Questions**

Are you a Green Party of Canada member in good standing (and have been for three months or more) yes / no

Vetting will be completed by a secure third party, and will require you to submit a) date of birth, b) social media handles, c) first name / last name, and d) email address. Do you consent to providing this information? Yes/No.

Do you currently have any outstanding debts to the GPC? yes / no

Do any of the following apply to you? yes/no

- Employee of the Party, of an MP or of the Party Leader within the last two years (including contractors)
- Applicant for employment with the Party, an MP or the Party Leader

- Spouse, common-law partner, parent, parent-in-law, sibling, sibling-in-law, biological or adoptive child of: an employee of the Party, an MP of the Party, the Party Leader, or a Member of Federal Council

Do you have access to email and a reliable internet connection? yes/no

Have you undertaken any recent actions that would reasonably be considered to be in breach of the Members' Code of Conduct, or in violation of the six core principles of the Global Greens?  
[optional field to provide text answer]

Have you published any statements that would reasonably be considered to be in breach of the Members' Code of Conduct, or in violation of the six core principles of the Global Greens?  
[optional field to provide text answer]

### **Candidate Profile for Publication**

(optional) Public Email (if different than the GPC email address that will be/has already been provided to you):

(optional) Public Website:

Candidate Photo:

Candidate Introduction Statement:

*Maximum 300 words in English, 350 words in French. Your application is not complete without this statement.*

What relevant experience and skills do you have that would make you an effective member of this board of directors? Relevant skill/experience areas include but are not limited to the following domains: Fundraising, Finance, Organizing on Electoral Campaigns, Previous Board Membership, Communications, People skills (such as conflict prevention and collaborative decision-making), Legal, Governance, Human Resources.

*Maximum 250 words in English, 300 words in French. Your application is not complete without this statement.*

### **Nominators**

Please provide proof of written confirmation for each nominator: Minimum 20 nominators for Executive Council positions and the three Indigenous representatives, 5 for provincial/territorial representatives. Confirmation must include permission to publicly name them as nominators.

Your application is not complete without the correct number of nominators. If your nominators are found not to be members in good standing, you must provide alternates.

**Confirmation Questions**

I give the GPC permission to disclose the information included in my Contestant profile and certify that the information provided above is correct. yes / no

I have read and agree to abide by the GPC Federal Council Election Rules. yes / no

## **Appendix B: GPC Federal Council Election Complaint Form**

*(The online version has drop down menus, text boxes, radio buttons and word counters where applicable.)*

First Name:

Last Name:

Address:

Email Address:

Phone Number:

I allege that the following section(s) of the GPC Federal Council Election Rules have been contravened (please state the specific section number of the rule contravened):

Date(s) of the alleged contravention of the Rules:

Candidate(s), member(s) or Party functionary(s) involved in the alleged contravention:

Description of the alleged contravention of the Rules: