

Conservative Party of Canada

Policy Review and Development Process

(Rules, Procedures, and Guidelines)

2023-2026

June 25, 2025



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1.0 Overview

One of the most important elements of the National Convention of the Conservative Party of Canada is the discussion and amendment of the Party's Policy Declaration. These policy amendments are accomplished through a structured, multi-phased process.

This Policy Review and Development Process (**Rules, Procedures and Guidelines**) document will guide you through this multi-phase review process. Your National Policy Committee representative(s) is also a great resource and can train your EDA Policy Chair, policy committee members and other interested members on the policy review process.

This document details:

- The policy development operating structure.
- How members of the Conservative Party of Canada participate in the policy review process; and
- How the CPC's Policy Declaration is revised.

2.0 National Policy Committee

The National Policy Committee (NPC) is a committee of National Council. It is made up of 18 members representing the provinces and territories, elected by EDA presidents in their respective provinces and regions, alongside 3 members of National Council. The Chair of the NPC is appointed by National Council. The NPC is supported by designated Staff. Members of the NPC play a vital role in the Conservative Party.

Per the Conservative Party of Canada Constitution, the responsibilities of the National Policy Committee (NPC) shall be to:

- Facilitate 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
- Facilitate and support policy discussion within the Party
- Identify policy areas needing study
- Serve as a means of communication between members on policy issues
- After each national convention at which delegates approve amendments to the Policy Declaration, ensure that a consolidated version of the Policy Declaration is prepared in both official languages for approval by National Council, incorporating all 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.

NPC members facilitate and coordinate the formulation, refinement and selection of policy resolutions put forward by the grassroots of the Party. Members of the NPC are accountable to Party members for ensuring that all policy ideas and resolutions are given a fair hearing. Most have volunteered their services because they are interested in particular policy issues, but they must remain absolutely neutral in their roles on the Committee. They cannot advocate for or against any particular policy resolutions.

The current members of the NPC are:

National Council	Chair	Ron MacMillan	Ronmacmillan4@gmail.com
National Council	Vice-Chair	Heather Feldbusch	heatherfeldbusch@conservative.ca
National Council	Member	Christopher Guinan	christopherguinan@conservative.ca
Staff Resource	Ex-Officio	Wayne Benson	waynebenson@conservative.ca

And the elected members:

REGION	NPC Member(s)	EMAIL
The Territories	Jeninne Cathers	jeninnecathers@gmail.com
British Columbia	Iain Provan	iain@bnsconservative.ca
British Columbia	Rachel Enns	racheljoyenns@yahoo.ca
Alberta	Steve Reimer	sereimer@shaw.ca
Alberta	Jeffrey Johnson	leadershipfor21c@me.com
Saskatchewan	Levi Derksen	l.derksen@sasktel.net
Manitoba	Andrew McKee	andrewmckee@conservative.ca
Ontario	Aamir Khan	connect@khanaamir.ca
Ontario	Carl Karamaoun	karamaoun@gmail.com
Ontario	Daniel Eustace	danieleustace@conservative.ca
Ontario	Hal Dickout	haldickout@gmail.com
Quebec	Gabriel Theriault	g.theriault2@gmail.com
Quebec	Pierre Philippe Lambert	pierrephilippelambert@conservative.ca
Quebec	M. Peter Zytynsky	michael.forian@gmail.com
New Brunswick	Veerendra Nagalla	veerendranagalla@conservative.ca
Nova Scotia	Gary Malone	lahave01@mac.com
Prince Edward Island	Matt MacFarlane	mattmacfarlane45@icloud.com
Newfoundland & Labrador	Patrick Hanlon	pjkh@nl.rogers.com

Members of the NPC are tasked with the following:

- Attending teleconferences and meetings of the National Policy Committee
- Contributing to the development of processes, tools and communications relating to the Party's policy development process
- Ensuring NPC-issued communications are distributed to, and received by EDAs within their jurisdiction, and facilitating policy discussion meetings within their jurisdictions
- Acting as a resource to EDAs in their jurisdiction as it relates to policy development and assist EDAs in developing quality policy submissions
- Assisting in collating policy submissions and preparing policy content for National Conventions

3.0 Policy Review and Development Process

3.1 A Phased Approach (Summary)

Phase 1: EDAs Receive the 2023 Policy Declaration (following the previous CPC Convention)

Phase 2: EDAs Receive Information about the Policy Development Process

Phase 3: EDAs Select Policy Chairs and Develop Local Policy Committees

Phase 4: EDA Policy Development, Submission and Co-sponsorship

Phase 5: Posting of Submissions to Ideas Lab

Phase 6: Selection of Resolutions for Discussion at Convention Workshops

Phase 7: Translation

Phase 8: Final Convention Preparation – Package to Delegates

Phase 9: Convention

Details regarding these phases are outlined in the following sections and an NPC **“Timeline”** has also been included (Appendix I).

3.2 Workflow Details – Development Phases

Phase 1 - EDAs Receive the 2023 Policy Declaration

The updated version of the 2023 Policy Declaration, as passed at the September 9th, 2023, National Party Convention can be found at www.conservative.ca ('Governing Documents' section)

Phase 2: EDAs Receive Information about the Policy Development Process (the document you are now reading)

Please use this document as a guide to participate in the policy development process. Your NPC representative(s) are also available to train your EDA Policy Chair, volunteers, and interested members on the process, as well as provide any necessary additional information.

Phase 3: EDAs Select Policy Chairs and Develop Policy Committees

The CPC encourages EDA Boards to form a local Policy committee to carry out the various phases of the policy review process as directed by the NPC. This is a good opportunity to engage new members.

The EDA Policy Committee should be comprised of, or include, members of its Board as well as other

interested members. The Board of Directors should (s)elect a Policy Chair whose role is to direct the committee as well as liaise between the Committee and the Board and the Committee and the EDA's NPC representative.

EDAs that have not yet established their Policy Committees should do so when instructed. Please email the contact information for your EDA's Policy Chair and President to your NPC rep(s) when formed. Please contact your NPC rep(s) if you need help with forming your local Policy Committee.

Phase 4: EDA Policy Development, Submission and Co-Sponsorship

This phase is best handled by the EDA Policy Committee. The Committee members are encouraged to request policy resolution ideas from their members-at-large and their EDA Board in addition to developing their own ideas. The Committee can also host policy development forums at the EDA or regional level or attend local EDA or regional events hosted by other EDAs.

The NPC believes that such local and regional engagement in the policy development process produces excitement and enthusiasm from grassroots members which then produces resolutions that are:

- of the highest quality
- have greater weight and merit because a broader base supports it
- not duplicates of similar submissions

The process by which Policy Development, Submission and Co-Sponsorship occur is described in detail in the final main section of this document (3.3 "From Policy Development to Voting").

Phase 5: Posting of Submissions to Ideas Lab

Ideas Lab is the CPC's Policy and Constitution development website (www.ideas-lab.ca). Ideas Lab has now been used for several Convention cycles. It is a password-protected website where the grassroots, through their EDA President (or designate) can submit resolutions for discussion and consideration. All submissions of resolutions must be posted to the Ideas Lab website in the approved format, should be carefully crafted and debated by each EDA Policy Committee, and must be approved at an EDA Board Meeting. The process is described in detail in 3.3 "From Policy Development to Voting", accompanied by a description of the role of the NPC's Oversight Committee at this point in the process.

Phase 6: Selection of Resolutions for Discussion at Convention Workshops

A "two track" selection process has been developed and approved by the NPC. This process involves regional voting on the one hand and national voting on the other. This process is described in detail in 3.3 "From Policy Development to Voting".

Phase 7: Translation

Throughout the entire process submissions are to be translated into English/French. It is recommended that initial submissions be translated as part of the development process, and they *must* be translated when posting to Ideas Lab. However, the policy resolutions approved for transmission to the Convention workshops will be professionally translated/retranslated into both official languages in preparation for distribution to convention delegates.

Phase 8: Final Convention Preparation

The final set of resolutions will be sent to delegates for review prior to Convention. EDAs are encouraged to review these with their delegates in advance of Convention.

Phase 9: Convention

The discussion and voting on policy submissions will be conducted in accordance with *Section 13.6* of the *Constitution of the Conservative Party of Canada*.

3.3 From Policy Development to Voting

STAGE 1: Assessment of the Existing Policy Declaration

The first stage of policy development should begin with a review of the existing policy declaration. EDAs should encourage interested members to review the declaration for the following:

1. Pitch and Scope: Is the statement too abstract or too specific? Is this a value statement, a policy statement, or an implementation statement? Is it too broad or too narrow?
2. Form of Expression: Can more than one policy statement be shaped, without loss, into a simpler and more uniform statement? Simpler is usually better. Is there needless overlap? Are the statements distinct?
3. Scarcity: Are there too few statements on a policy area or theme?
4. Ambiguity of Expression: Is a policy statement clear? If not, can it be repaired without damaging the sense?
5. Bilingual equivalency: Translation is an art. Is there equivalency in English and French?
6. Validity: Is the policy statement still valid? Has it already been accomplished?

STAGE 2: Development of Resolutions

After an EDA's Policy Committee has assessed existing policies, they may develop policy proposals that deal with identified shortcomings in the Policy Declaration document. These resolutions may be:

- New policy statements (NEW)
- Amendments (MODIFICATION) to existing policy statements (i.e. new resolutions or edits which change the scope or intent of the original policy statement)
- Bundled Submissions (BUNDLED)
- Recommended deletions of existing policy statements (DELETION)

Please Note: Minor editorial changes to existing policy statements (i.e. grammatical changes that do not change the intent or scope of the original policy statement) will be dealt with by National Council as per the Convention Rules for Constitution and Policy Discussions: "Submissions which are deemed to be strictly grammatical will be considered by National Council and will not be presented in the policy break- out sessions".

All resolutions should be carefully crafted and debated by each Policy Committee. Consider the following questions as you develop your policy proposal(s):

1. What are the resources needed to implement the policy (i.e. does the benefit of the policy justify the resources it needs)?
2. Does the new resolution or proposed amendment to an existing policy contain a goal which:

- Is within the scope of the Party's founding principles
 - Is meaningful and realistic
 - Could lead to measurable outcomes
 - Is relevant and fact-based
 - Is under the Federal Government's jurisdiction
 - Is a policy statement and not a process or implementation plan
 - Is concise and to the point
3. Does the new or revised policy contain more than one main theme? Many policies from previous cycles were rejected or voted against because they contained more than one main theme.
 4. Does the new or revised policy contain a preamble or 'whereas' statement to the policy resolution itself? This is not permitted. Such statements can be used in the Rationale section for each policy resolution in Ideas Lab (see below).

Each EDA may submit or co-sponsor a cumulative total of **5 NEW, MODIFICATION, BUNDLED, or DELETION** resolutions.

STAGE 3: Submission Requirements and NPC Oversight

Any policy resolution(s) that an EDA wishes to submit for consideration must be uploaded onto Ideas Lab. The process is transparent and open. All Party members have read-only access so that they can see the proposals. The process is designed to remove personal discretion and agendas from the determination of which resolutions advance to convention. "Write access" to Ideas Lab is given automatically to an EDA's President, so that EDAs can submit and vote on resolutions. The president is authorized then to delegate his or her Ideas Lab access to a CPC party member of the EDA who is in good standing. It is appropriate that EDA Presidents consider their Policy Committee Chair when choosing a designate for their "write access" to Ideas Lab. In all cases, the EDA President's choice of designate must be approved at a properly constituted meeting of the EDA Board. The voting may be done by email.

Only one account is allowed per person (Default is the EDA President) – no exceptions (NPC Representatives will not have voting accounts).

All policy resolutions must conform to the following requirements:

1. They must be clearly identified as either a NEW policy statement, a MODIFICATION to an existing policy statement, a BUNDLED submission, or a DELETION of an existing policy statement.
2. They must be written in the approved format (see Appendix III – Policy Submission Format)
3. They must contain a maximum of 50 new words (maximum 75 words in French) - a "standard submission" - or conform to the "Bundled Submission" guidelines just below.
4. They must be accompanied by a Rationale for the proposed modifications or deletions or the creation of a new resolution. These rationales are limited to a maximum of 100 words in English or 150 words in French (of which any "hyperlink" will be considered 1 word). Images are not allowed to be used within either the rationale or policy. EDAs are welcome to use images within the destination of a hyperlink if they so choose.
5. They must contain a translation in either English or French, depending on the language used to compose the resolution. The NPC recommends that EDAs use "DeepL" (www.deepl.com) for their translations as this app is free up to a certain word limit and reasonably accurate.
6. They must have been approved by a majority vote at a duly constituted EDA Board Meeting, with supporting documentation (minutes) provided by each EDA to the NPC via Ideas Lab by the posted deadline. It is also the case that a duly constituted EDA Board Meeting must approve any co-sponsoring of the resolutions of other EDAs. The voting may be done by email as long as documentation of it is

provided.

7. The EDA member with “write access” must post all final EDA policy resolutions to Ideas Lab by the Submission Deadline.
8. Prior to the voting phase, any policy resolution(s) properly submitted to Ideas Lab must have received the support of 3 sponsors (the originating EDA plus 2 co-sponsors).

Bundled Submissions

In seeking to modify and/or delete parts of the Policy Declaration, EDAs are permitted to “bundle together” their standard submissions into a maximum of ONE “bundled” submission pertaining to up to THREE related clauses *within a single section* in the Policy Declaration (e.g., the section on “environment”). An example is in Appendix III. The following rules apply:

1. Each of the up to three parts of a bundled submission must conform to the normal word limits of standard submissions, each one containing no more than 50 new words (or 75 in French). Each rationale must likewise not exceed 100 words (or 150 in French).
2. A bundled submission is not permitted to increase the total number of words in the relevant sections of the Policy Declaration as currently worded. Each new word should be matched with at least one deleted existing word.
3. A bundled submission will be presented, debated, and voted on as ONE entity comprising a number of sections.
 - It requires exactly the same number of co-sponsors as a standard (non-bundled) submission.
 - It is submitted to Ideas Lab in just the same way as a standard (non-bundled) submission.
 - It will compete with standard (non-bundled) submissions in the normal manner in the voting process.
 - It will not be granted more debate time at Convention than a standard (non-bundled) submission
4. An EDA can use up to 3 of its 5 resolution “slots” to construct a bundled submission, it can still use any remaining slots for standard submissions or cosponsorships. Each 50 word part takes up one resolution “slot”.

NPC Oversight

The NPC will form an Oversight Committee (see Appendix V) which during the submission stage will collate and sort the submitted policy resolutions according to the existing Policy Declaration. The Oversight Committee will also:

1. Encourage EDAs who have submitted similar resolutions to work together and resubmit a revised, joint resolution. Such collaboration can make 2 weaker proposals into 1 stronger one which has a better chance of succeeding. The NPC hopes that the Ideas Lab process will help reduce or eliminate duplicate resolutions.
2. Return incomplete or invalid submissions to the originators and help them rectify the problems.
3. Move submissions that were posted in the incorrect section to the correct section.
4. Submissions that duplicate existing policies will be returned to the originator to be reworded or withdrawn.
5. Review submissions for style, grammar, and coherence.
6. Determine the validity of any submission and adherence to rules.
7. Refer submissions that are deemed ‘Constitutional’ to the National Constitution Committee.
8. Confirm that all submissions have met the requirement to have EDA Board approval.

No changes whatsoever will be made by the NPC, and no submission will be combined with any other submission without consultation with sponsoring EDAs and the Oversight Sub-Committee.

STAGE 4: Voting

Voting on resolutions occurs in two ways – provincially and nationally.

1. Regional Allocation of Resolutions

First there is a regionally based evaluation designed to advance 18 regional submissions to the Convention Workshops. This can occur **either** through regional votes on Ideas Lab **or** by way of Regional Meetings in jurisdictions which have elected to do it in this manner. Regional voting on Ideas Lab is based on only policies from that region as voted by only the EDAs in the region. The decision in each region about which mechanism to adopt will be taken jointly via a democratic vote of the National Councilors and the NPC representatives in each region. The rules governing Regional Meeting are explained in Appendix IV.

2. Voting in Ideas Lab

Secondly, the Ideas Lab voting process nationally allows grassroots members, through their EDA Boards, to determine an additional 42 Submissions to advance to Convention workshops.

- a) Each EDA is allowed **20** affirmative votes in this process.
- b) All votes cast on the Ideas Lab must have been previously approved at a properly constituted meeting of the EDA Board called for that purpose (among others) and supporting documentation (minutes) must be provided by each EDA to NPC via the Ideas Lab or its Regional NPC Member(s) by the posted deadline.
- c) The voting may be done by email as long as documentation whether in board minutes or email trails is provided by the voting deadline.
- d) The NPC's Oversight Committee is tasked with independently scrutineering the voting process and will cross reference votes cast to approved Board Minutes provided.
- e) Once an EDA's votes have been cast in Ideas Lab, they are locked; no vote changes are permitted, although the NPC's Oversight Committee may change honest mistakes.
- f) There will be no display of the vote count during the vote period. The voting results will be released to account holders only after the voting period has closed— within 8 days of the closure.
- g) If a tie breaker is required for the vote count, the policy with the most co-sponsorships will succeed. If there is a further tie between policy submissions, two additional tie-breaker mechanisms will take effect in the following order: 1) the policy with the most out-of-province supports succeeds, 2) coin flip
- h) "Back-end" access to Ideas Lab is restricted to CPC Staff/Staff Support, the NPC Chair, and the NPC Oversight Committee Chair). Information gained from back-end access is confidential and must not be circulated or used to improperly influence the process. Any concerns about potential misuse of back-end access and confidential internal data should be directed to the NPC Chair and the Oversight Committee.

A total of 60 submissions (18 regional and 42 Ideas Lab) may therefore advance to the three Convention workshops for further debate. Of these 60, the NPC has recommended that 30 submissions (10 from each workshop) will advance to the Convention plenary for the final vote.

Appendix I: Timeline/Critical Tasks

TIMELINE

- A. Thursday July 3, 2025
- B. Monday November 17, 2025
- C. Thursday November 20, 2025
- D. Thursday November 27, 2025
- E. Thursday December 11, 2025
- F. Thursday December 18, 2025
- G. Thursday January 8, 2026
- H. Thursday January 29, 2026

CRITICAL TASK

- Ideas Lab Opens / Regional Meetings Commence.
- Last day for Regional Meetings / Submission Deadline
- 21 Day Voting Period Commences
- Ideas Lab Registration Deadline
- 21 Day Voting Period Ends
- NPC Prepares Convention Content / Send to Translation
- Distribution (Posting) of Convention Packages
- National Convention

Time sensitive deadlines are 11:59 PM Eastern Time.

DISCLAIMER: Any or all dates referenced in this Timeline may be impacted by external events outside the control of the Conservative Party of Canada, National Council, and or the NPC and therefore subject to change at any time.

Appendix II: Dispute Resolution

Disputes that may arise from time to time during the Policy Development Process should be submitted in writing to the Chair of NPC.

A decision of the NPC Chair following consultation with the National Council members on the NPC concerning any dispute related to the Policy Development Process is final and binding and shall not be subject to further review.

The NPC may refer to the National Council any unresolved dispute of a decision of the NPC leadership. National Council shall appoint one or more members to investigate the merits of the dispute, which member(s) shall be authorized to intervene to attempt to resolve the dispute.

Appendix III: Policy Submission Format

This format is to be used for New Policy Statements (NEW), Amendments to an Existing Policy Statement (MODIFICATION), Bundled Submissions (BUNDLED), or the Deletion of an Existing Policy Statement (DELETION).

STANDARD SUBMISSION

The following is an actual example from the Conservative Convention held in Quebec City from September 7 – 9, 2023.

.....

EDA – Etobicoke - Lakeshore

23. Debt Repayment (MODIFICATION)

Title: Responsible Fiscal Policy

The Conservative Party believes the government should implement a sustainable fiscal policy to eliminate the deficit and steadily repay ~~continue to pay down~~ the national debt, thus stabilizing growth in interest charges and reducing inter-generational inequity from the debt burden passed down to future generations. ~~the interest-payment which is the single largest federal budgetary commitment.~~

We support the introduction of a debt repayment plan with the main part of the any budget surplus being allocated to debt repayment, in order to achieve a declining debt-to-GDP ratio.

.....

A complete and acceptable submission will include many of the following elements.

- ✓ EDA – this represents the sponsoring EDA. In the example above the sponsoring EDA was Etobicoke - Lakeshore. This is automatically entered on Ideas Lab.
- ✓ The type of resolution is picked through a drop-down box on Ideas Lab. In this example it was a (MODIFICATION).
- ✓ Existing text is to remain as written in the Policy Declaration. From the example above: The Conservative Party believes the government should Unless this is a DELETION, there will be some parts of the resolution in this format.
- ✓ Existing text to be deleted must be crossed out using ~~striketrough~~. From the example above: ~~the interest-payment which is the single largest federal budgetary commitment.~~ This feature will be used only where words are being removed.
- ✓ New text to be added to the Policy Declaration should be underlined. From the example above: implement a sustainable fiscal policy to eliminate the deficit and steadily repay This feature will be used only where new words are added.

Additional Examples:

NEW:

Adjustment to the dollar sales threshold for mandatory GST/HST registration

We believe in increasing the small business revenue threshold for registering and charging GST/HST, from the original 1991 rate of \$30,000, to its current inflation adjusted value, and then have it indexed yearly based on the Statistics Canada All-items Consumer Price Index at the all-Canada level.

DELETION:

~~-26. Debt Repayment~~

~~The Conservative Party believes the government should implement a sustainable fiscal policy to eliminate the deficit and steadily repay the national debt, thus stabilizing growth in interest charges and reducing inter-generational inequity from the debt burden passed down to future generations.~~

~~We support the introduction of a debt repayment plan with any main part of budget surplus being allocated to debt repayment, in order to achieve a declining debt-to-GDP ratio.~~

BUNDLED:

This example is based on two standard submissions that were part of the 2023 policy process that COULD have

been “bundled” under the current rules.

EDA – Burnaby North-Seymour

§59 and §65 – Environmental Principles and Illegal Oil Dumping (BUNDLED)

§59 Environmental Principles

In order to have a strong economy and maintain good health, Canada must have strong, coordinated and achievable environmental policies. The Conservative Party believes that responsible exploration, development, conservation and renewal of our environment are vital to our continued well-being as a nation and as individuals. To achieve this, a Conservative Government will protect through policies:

- i. Clean Air and Climate
- ii. Clean Water and Land
- iii. Biodiversity

These policies will be firmly based on the best scientific and technological information currently available concerning both the issues involved and our best response to them.

~~We believe that it is the responsibility of government to ensure that the sometimes competing values of preserving the environment and creating jobs are maintained in proper balance.~~

~~We believe that all environment and energy initiatives should be reviewed.~~

~~We believe that an effective international emissions reduction regime on climate change must be truly global and must include binding targets for all the world's major emitters, including China and the United States.~~

~~We believe that Canada should create a program to heighten public awareness to the economic benefits of environmental solutions which minimize the waste of resources.~~

~~We believe that Canada should establish a program of tax credits to promote environmental solutions in the areas of transportation and entrepreneurial innovation, among others.~~

~~We believe that the federal and territorial governments should make joint investments to study and address climate change adaptation in the North.~~

§65 Fisheries

A Conservative Government will support:

- i) research and development in selective fishing technologies for all fishing sectors to protect the genetics and survival of wild stocks;
- ii) the adipose fin clipping of *all* harvestable salmon and steelhead hatchery stock;
- iii) stringent measures to deal with the dumping of shipboard waste.

~~Illegal Oil Dumping~~

~~The Conservative Party believes in the following initiatives:~~

- ~~1. expanded oil dumping detection;~~
- ~~11. prohibitions to prevent ships from entering sensitive sea areas;~~
- ~~iii. legislation requiring ship operators to account for their ships' waste; and~~
- ~~iv. incentives to dump waste at our port facilities, not in our waters.~~

~~We support increased fines for illegal oil dumping, a practice that kills hundreds of thousands of seabirds every year along Canada's coastlines. Ship operators caught illegally dumping oil should face criminal charges and be prevented from plying Canadian waters.~~

Appendix IV: Regional Meeting Rules, Procedures, and Guidelines

These rules, procedures and guidelines govern situations where a Regional Meeting will be used to advance submissions directly to Convention. If Regions are using the “default” of Ideas Lab votes as the method to advance submissions to convention, Regional Meetings can and should still be used to discuss and improve submissions.

1. The National Policy Committee (NPC) must officially sanction a Regional Meeting or Meetings, if a regional policy allocation is occurring outside of Ideas Lab.
2. For the event(s) to be sanctioned, the majority of the Regional NPC Representatives and National Council Members for the entirety of any Province or Territory must democratically vote in favour of using a Regional Meeting or Meetings to advance a regionally selected policy and must also agree to any unique or specific rules in addition to the general rules.
3. EDAs may vote in only one sanctioned Regional Meeting. (If more than one is organized, EDAs may attend these, but may not shop or vote for their or other submissions at them). For any region with more than one allocation, the division of the region must be fair and equitable.
4. There are minimum participation requirements that must be met and adhered to regarding the number of EDAs.
5. Each Province/Territory must establish a fair and balanced maximum number of voting delegates for each EDA.
6. All EDAs / Members in the jurisdiction of a Regional Meeting, or those who are likely to attend / participate, must be notified at least 14 days prior to the meeting. Each of the policies that an EDA wishes to submit for consideration as the Selected Policy must be posted on the Ideas Lab at least one (1) week prior to the Regional Meeting. Co-sponsors do not need to be identified prior to any Regional Meeting (unless regionally required by a Province/Territory). Other Ideas Lab criteria must be met (e.g., recorded minutes, word count). If a policy is eventually selected through the Regional Meeting process, it will need the required co-sponsorships by the submission deadline in order to proceed to the Convention. If the co-sponsorships are not received, the regional allocation will default to the top-ranking proposal on Ideas Lab from that region.
7. The Selected Policy will be the policy that receives the largest number of votes by delegates at the Regional Meeting(s).
8. Proxy Voting is NOT permitted. An EDA (or Delegates) must be present to vote.

Subject to the aforementioned guidelines there may be additional or unique Rules, Procedures, and Guidelines adopted by Provinces / Territories by regional organizing committees for their Regional Meetings (such as registration fees or virtual components).

Appendix V: The Oversight Committee (OC)

The Oversight Committee is responsible to ensure that EDA's sponsoring and cosponsoring Policy Submissions have satisfied the requirements put in place by the NPC. This task will be completed prior to any submission

being deemed eligible to advance to the voting phase, or to Convention.

The OC will work with Sponsoring EDA's to correct deficiencies and missing elements. Submissions that fail to meet the requirements whether through deliberate action or inaction may be disqualified from further advancement. Any two members of the OC may recommend – as a last resort - disqualification of a submission, subject to a majority vote of the entire OC and subsequent ratification from the Chair or Vice-Chair of NPC. Any decision to disqualify a submission is final and binding.

In terms of documentation requirements, the Oversight Committee will require documentation of board approval throughout the policy process. This includes delegation of Ideas Lab access, sponsoring and/or cosponsoring of policy proposals as well as for votes during the voting process. This documentation will be kept confidential and viewed solely by the Oversight Committee but it is a vital part of the policy process. Documentation will ideally be board minutes from a properly constituted EDA meeting with quorum. Documentation via email votes is acceptable as well, provided that the emails make it clear what is being voted on and how board members are voting. Documentation can be submitted on the Ideas Lab directly or sent to your NPC representative(s).

The requirement for board approval throughout the policy process requires the participation of at least a quorum of the EDA board as a whole. A vote by an executive or policy committee of an EDA does not meet this requirement.

The following are examples of required elements and matters that may be considered by the OC:

- Exceeding Word Count Limit
- Improper Formatting
- Duplicate to another earlier proposal (EDA unwilling to combine)
- Fail to include or achieve required co-sponsors
- Fail to prove EDA Board support or consultation
- Fail to respond to query from Oversight Committee
- Submission is NOT a Policy matter (ie: Constitutional)
- Submission is legislation or an implementation plan and not a policy statement
- Submission does not fall under the scope of Federal Jurisdiction
- There has not been any attempt to translate the submission
- Submission is outside scope of CPC Principles
- Submission is no longer relevant - already accomplished