

**GUIDELINES  
FOR NOMINATION CONTESTANTS  
NOVA SCOTIA LIBERAL PARTY**

## Recruitment

Constituency associations hold the primary responsibility for identifying candidates. This critical role is supported by the Leader, Party and Campaign team. Working together, we will ensure the Nova Scotia Liberal Party (NSLP) fields the strongest team of candidates in the next provincial election. The *Candidate Recruitment Guide*, available from the NSLP, can be a helpful resource.

## Requirements for Nomination Contestants

Individuals interested in seeking the nomination will be required to complete the *Intention to Seek Nomination Form* (Form A) and provide it to the NSLP. This form requests personal information, employment and volunteer history and includes a disclosure agreement.

It is important to remember that the Leader must confirm each candidate with Elections Nova Scotia to represent the Party. The Leader has a responsibility to ensure that candidates will properly represent the Liberal Party and therefore has the right to reject candidates. **All potential candidates must submit both a criminal records check and a credit history, both dated within the last six months.**

Potential nomination contestants will be required to sign Form B, Financial Undertaking. By signing this form, the candidate agrees that the candidates' official agent will pay an invoice from the candidate's campaign to the NSLP for a pro-rated share of central campaign advertising, communications, polling, printing and like costs during the provincial election.

Potential nomination contestants will be members in good standing of the Nova Scotia Liberal Party and will not hold current memberships in another recognized party.

## Access to Membership Lists and Forms

Upon receipt of the *Intention to Seek Nomination Form* and *Financial Undertaking* forms, nomination contestants are eligible to receive a membership list for the constituency association and membership application forms from the Executive Director of NSLP. Please see Forms C and D.

## **Setting the Nomination Meeting**

Having conducted a thorough candidate search, the President of a Constituency Association shall advise the NSLP that the association is ready to hold a Nomination Meeting. The President shall recommend several options for dates for the Nomination Meeting.

The NSLP will confirm the date for the Nomination Meeting following consultation with the Leader's Office, Campaign Chair, Constituency Association President and Nomination Contestants.

The NSLP will then issue a Call Letter to the President and Nomination contestants. The Call Letter will:

- Confirm the date, time and venue
- Request that the association notify its membership of the meeting at least two weeks in advance of the Nomination Meeting
- Confirm the cut-off date for eligibility to vote
- Confirm the Chair and Returning Officer

## **Nomination Meeting Procedures and Voting Eligibility**

Nova Scotia Liberal Party By-Laws

3.4(b)

*Every person who is a member in good standing of the Liberal Party shall be entitled to vote:*

*At any meeting of a Nova Scotia Liberal Party constituency association or any candidate nomination convention of a Nova Scotia Liberal Party constituency association, provided the person ordinarily resides in the constituency and is a member in good standing of the Nova Scotia Liberal Party 30 days prior to the date of that meeting or candidate nomination convention*

The NSLP will conduct the registration, voting and counting of the ballots. The NSLP will work with the Constituency Association President, Meeting Chair (if the chair is not the president), Nomination Contestants and their representatives to determine logistics for the meeting. Voting by proxy is not permitted.

## **Electoral Urgency**

If, in the opinion of the Campaign Chair, a situation of electoral urgency exists, he or she shall advise the Leader, the President of the NSLP and Presidents of the Constituency Associations. In any such state of electoral urgency, the Campaign Chair may abridge the procedures in these guidelines in such manner as he or she may see fit provided that any changes be communicated in writing to any affected Constituency Association and to any Potential Nomination Contestant. Furthermore, any changes to the procedures may not contravene the Rules and By-laws of the Nova Scotia Liberal Party.

**INTENTION TO SEEK NOMINATION**

**Constituency**

\_\_\_\_\_

**Personal Information**

Family Name: \_\_\_\_\_ Full Legal Given Names: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* *Province* *Postal Code*

Residential Phone: ( ) \_\_\_\_\_ Office Phone: ( ) \_\_\_\_\_

Cellular Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

I Identify My Gender as: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
*day / month / year* *Province* *Country*

Marital Status: \_\_\_\_\_ Number of Dependants (if any): \_\_\_\_\_

I am a Canadian Citizen	YES <input type="checkbox"/>	NO <input type="checkbox"/>	I am a member in good standing of the Nova Scotia Liberal Party	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I am a resident of the constituency I seek to represent	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

**Employment History (An updated C.V. is acceptable in lieu of this section)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Positions with Political Parties**

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**Involvement with Organizations**

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**Any other Information that the Party should be made aware of**

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## Disclosure

### Conflicts/Ethics Integrity

This form requires all candidates for nominations (hereinafter referred to as "Contestants") to disclose matters, which, if disclosed publicly, could cause the Nova Scotia Liberal Party embarrassment or hinder the performance of their public duties as a Member of the Legislative Assembly in the areas listed below. This disclosure obligation is continuous and does not shift the burden for any disclosure or non-disclosure to the Campaign Chairs.

### **IT IS IMPORTANT TO EMPHASIZE THAT DISCLOSURE OF MATTERS UNDER THIS FORM WILL NOT NECESSARILY DISQUALIFY A NOMINATION CONTESTANT FROM BEING A CANDIDATE.**

Without limiting the areas of concern, some of the areas which a Contestant must consider whether if disclosed publicly could cause the Nova Scotia Liberal Party embarrassment or hinder the performance of their public duties as a Member of the Legislative Assembly are as follows:

Under the **Criminal Code**, has the Contestant ever been convicted or are there any outstanding charges under the *Code*. This includes matters in respect of which a discharge, conditional or absolute, or a pardon has been granted;

Under federal **regulatory Statutes**, has the Contestant ever been convicted or are there any outstanding charges under any federal regulatory statutes including the *Income Tax Act*, the *Drug Control Act*, the *Elections Act* and other statutes. This includes matters in respect of which a discharge, conditional or absolute, has been granted;

Under **provincial regulatory Statutes**, has the Contestant ever been convicted of an offence or are there any charges outstanding. This includes matters in respect of which a discharge, conditional or absolute, has been granted;

In **other areas of endeavor**, has the Contestant been convicted or involved in any breach of trust or rules of a private organization;

During their **political career**, has the Contestant been convicted of any election financing offence or are there any outstanding allegations, received illegal payments or gifts, breached any Nova Scotia Liberal Party rules or been found guilty of any abuse or complaint in the holding of a public office;

During their **employment**, has the Contestant been involved in any (dismissal for cause), unfair or illegal employment or labor practices, been found to have committed sexual or other harassment, been involved with any misappropriation of funds or fraud, been disciplined by any professional association, breached any tax or immigration statutes or any other matters of a similar nature, has any improper dealing with governments.

Is the Contestant involved in **any issue of controversy** that is now or is likely to result in charges under and of the preceding legislation or regulation?

Has the Contestant or his/her spouse ever been **bankrupt**, are they now bankrupt or is there any potential that they are reasonably close to bankruptcy?

Is the Contestant involved in **any dispute (or is a dispute likely) with a public body or government**, whether or not the dispute has gone to litigation or a hearing?

During their **education**, has the Contestant been convicted of plagiarism, cheating on examinations or other conduct?

Are there any **other issues which could** cause embarrassment; hinder the performance of public duties?

I, \_\_\_\_\_ Contestant for the Electoral District of

\_\_\_\_\_ hereby affirm that there is no matter known to me which qualifies under the above standard or hereby state that I have disclosed in writing to the Nova Scotia Liberal Party through the relevant provincial campaign chair(s) and provincial campaign lawyer (thereby creating a solicitor and client privilege for the Nova Scotia Liberal Party) all matters which qualify under the above standard and otherwise there are no other matters which qualify.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Nominee Signature

\_\_\_\_\_  
Print Name (Witness)

\_\_\_\_\_  
Print Name (Nominee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

This form and any written disclosure document necessary are to be filed exclusively with the Nova Scotia Liberal Party.

Disclosure is hereby authorized to other officials of the Nova Scotia Liberal Party and to others outside the Nova Scotia Liberal Party, only when necessary.

FORM B: FINANCIAL UNDERTAKING

I \_\_\_\_\_ (Potential Nomination Contestant) seeking to represent the Provincial Constituency of \_\_\_\_\_ agree that if nominated as a candidate for the Party, I will direct my official agent to pay an invoice from the my campaign to the NSLP for a pro-rated share of central campaign advertising, communications, polling and like costs during the provincial election. **I am also enclosing my non-refundable \$200 cheque for payment of the nomination filing fee.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_

Signature of Witness

\_\_\_\_\_

Signature of Nomination Contestant

Print Name: \_\_\_\_\_

FORM C: REQUEST FOR MEMBERSHIP INFORMATION

I, \_\_\_\_\_,  
(Name)

\_\_\_\_\_  
(Constituency)

- Approved Nomination candidates will be granted access to a list of current members in Liberalist. **Nomination Contestants are required to use Liberalist for a list of Liberal Members.** Copying the list of members to external databases is not permitted.
- Data entered into Liberalist by Nomination Contestants is not segregated by campaign and becomes the property of the Nova Scotia Liberal Party.
- Emails from Nomination Contestants will be sent by NSLP Staff on behalf of the Nomination Contestants. **The number of email messages available to each nomination contestant will be limited to two. The final version of the email must be in to NSLP staff at least 72 hours prior to the requested send.**
- There will be no automated calling program (voice drop) allowed as part of this nomination process, either through Liberalist or through any other means.
- Nomination Contestants will have access to a limited set of tools on the My Campaign Tab. They will be working with a list of current members created by staff that will be refreshed regularly as new memberships are processed by LPC.
- Nomination Contestants or their agents who violate the data use agreement will be subject to a disciplinary process and may be disqualified from the Nomination Contest.
- All current Liberalist user accounts in ridings where there is an open nomination will be deactivated in order to ensure the integrity of the process.

This list will be used **only** for the purpose of encouraging participation in the nomination meeting.

I take full responsibility for the proper use of how this information is used, This information **shall not** be released to a third party.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NSLP Staff: \_\_\_\_\_ Date: \_\_\_\_\_

FORM D: REQUEST FOR MEMBERSHIP APPLICATIONS

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

request 100 membership applications for the purpose of recruiting new members as I intend to seek the nomination in the constituency of \_\_\_\_\_.

**All membership applications are processed by National Membership Office and must be returned to:**

National Membership Office  
Liberal Party of Canada  
350 Albert Street, Suite 920  
Ottawa, Ontario  
K1P 6M8

Applicants may apply for membership by the following means:

1. Online with credit card payment. <https://www.liberal.ca/membership/>  
Upon completion, the applicant receives a confirmation email within seconds confirming the transaction.
2. Downloadable membership form: <https://www.liberal.ca/downloads/Download-Membership-Application.pdf>  
This form must be printed off, completed and mailed to the above address and will be processed manually, so allow appropriate time for processing.
3. Paper membership application form. To be completed and mailed to the above address and will be processed manually, so allow appropriate time for processing.

**I understand that all membership applications need to be legibly completed with name, civic address, including postal code, email address, phone number and returned with the appropriate membership fee, or they will be rejected.**

**I understand that all membership fees must be paid by the applicant themselves, and not by any other person, corporation or union. I undertake to convey this requirement to all persons recruiting members on my behalf.**

**I have read the attached Membership Application Requirements.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NSLP Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## MEMBERSHIP APPLICATION REQUIREMENTS

**Information Requirements** – the entire form needs to be completed and signed by the applicant.

1. A Civic Address needs to be stated on the membership form in order to assign a constituency. A mailing address does not verify which riding a member lives in.
2. Memberships with no email address or phone number will not be processed. The party needs an email or phone number to relay required information to all members.

### Payment Requirements

1. If cash is being submitted, then the appropriate amount must be attached to each membership application form. If you submit 10 – one year applications, you cannot submit a \$100 bill. A \$10.00 bill needs to be attached to each application.
2. If payment is by credit card, then the name on the credit card must match the name of the person applying for membership. A corporate credit card cannot be used. An applicant cannot use a credit card belonging to a friend or another family member, this includes spouse and children/parents.
3. Payments may be made by personal cheque. Business cheques are not accepted. The account must be in the name of the person applying for the membership. If paying by cheque for more than one application, each applicant's name must be on the chequing account. For example, if two spouses submit applications, both names need to appear on the chequing account in order for one cheque to cover both applications. If a spouse's name does not appear on the cheque, the payment will not be accepted and the application will not be processed.
4. Parents of children cannot pay for a child's membership using a credit card or cheque in the name of the parent.
5. In the event of a person applying who does not have a credit card or chequing account, cash payments are acceptable, as well as bank/postal money orders.

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Initials