



STARTING A RIDING ASSOCIATION

In the BC
Conservative Party

WELCOME

Introductions

- Name and Riding Association
- Is there an RA in your area
- Do you know the president

WHAT DOES THE PARTY CONSTITUTION SAY

ARTICLE 13 - RIDING ASSOCIATIONS (RA)

13.01 Subject to special area or regional arrangements that have been authorized in accordance with Article 14, there shall be one (1) Riding Association established for each provincial electoral district.

13.02 The Board of Directors may recognize a Riding Association that:

- a. allows the participation of all Party Members resident in that constituency;
- b. actively supports the Party's Constitution and Bylaws;
- c. holds at least one (1) AGM of Members in each calendar year for the election of Directors and/or Officers and other business and gives at least thirty (30) days' notice of such meeting to all current Members in that RA;
- d. adopts a Constitution and Bylaws in a format agreed to and authorized by the Board of Directors; and
- e. has at least six (6) resident Members in good standing.

13.03 Only a Riding Association that has been approved by a vote of the Board of Directors will be a recognized Registered Constituency Association of the Party.

ARTICLE 13 - RIDING ASSOCIATIONS (RA)

13.04 REPEALED

13.05 If a Riding Association has not elected a Candidate for a Provincial General Election or a Provincial By-election who had been approved by the Party as a Candidate for such General Election or Byelection, the Board of Directors may:

- (a) call or recall a Nominating Meeting; or
- (b) appoint an official Party Candidate.

13.06 If the boundaries or existence of electoral districts change, the Board of Directors, may take any of the following actions at any time before or after the change comes into Effect:

- (a) assign an existing Riding Association to a new electoral district;
- (b) establish a new Riding Association for a new electoral district under paragraph 13.07 of this Article; and
- (c) dissolve an existing Riding Association and distribute its assets and liabilities among one or more Riding Associations, after consultation with such Riding Associations.

WHAT DOES THE PARTY CONSTITUTION SAY

ARTICLE 13 - RIDING ASSOCIATIONS (RA)

13.07 After establishing a new Riding Association under paragraph 13.06 of this Article, the Board of Directors must call a general meeting of the new Riding Association to elect a Riding Association Board of Directors and give each Member of the Riding Association at least thirty (30) days' notice.

13.08 The Party is not responsible for any debt incurred by a Riding Association unless the debt is approved by the Board of Directors and a written notice of such approval has been delivered by Party headquarters to the Riding Association before the debt is incurred.

13.09 A Riding Association may not register as a "Constituency Association" or for any other status under the Election Act, unless authorized to do so by the Party Board of Directors.

13.10 A Riding Association may not issue receipts for income tax purposes unless authorized to do so by the Board of Directors.

ARTICLE 13 - RIDING ASSOCIATIONS (RA)

13.11 If a Riding Association does not meet its obligations under paragraph 13.02 of this Article or does not fill vacancies on the Riding Association Board of Directors within a reasonable time, the Board of Directors may:

- (a) call and run an Annual General Meeting or Special General Meeting of the Riding Association;
- (b) remove some of or all of the Members of the Riding Association Officers and/or Board of Directors;
- (c) fill any vacancy or appoint a replacement for a position on the Riding Association Officers or Board of Directors; and
- (d) in the event of a riding Association folding, all monies belonging to that association will be transferred to and held in trust by the party for a maximum of 24 months.

13.12 The Board of Directors may allow RA presidents to open their riding for candidate nomination

What does the Party Constitution Say

ARTICLE 13 15 - REGIONS

15.02 Effective upon the 43rd British Columbia General Election, there shall be eleven (11) regions, as follows:

1. Vancouver Island – South
2. Vancouver Island – Central and North
3. Surrey-Delta
4. South Vancouver-Richmond
5. Vancouver-North Shore
6. Burnaby-New West-Tri Cities
7. Fraser Valley
8. Okanagan-Kootenays
9. Central Interior-Columbia
10. Prince George-Peace
11. Northwest

What does the Party Constitution Say

ARTICLE 4- STRUCTURE AND RESPONSIBILITY OF MEMBERS OF THE BOARD

(a) coordinate, organize and in all ways foster, assist and promote the growth and wellbeing of the RA's in the region they represent;

(b) forward and in all ways represent the concerns, suggestions, ideas and Innovations of the RA's in their respective regions in their capacity as voting Members of the Board of Directors;

(c) hold meetings of all Regional Directors at least once every two (2) months, with a quorum of at least one-half the Regional Directors. The Vice-President counts as a Regional Director for the purposes of quorum; and

(d) resolutions in meetings of Regional Directors shall not bind the Board in any manner, however, recommendations carried in such meetings will be considered at a subsequent Board of Directors meeting.

HOW DO I START A RIDING ASSOCIATION

1. If possible, contact the RD for that area.
2. You need book a location beyond 30 days.
3. You need to choose a time and date beyond 30 days
4. Send the information to the membership chair at membershipchair@conservativebc.ca with the notice (example on next slide).
30 days' notice required.
5. Active members for 21 days to vote
6. Ask membership chair to send a reminder the week before.
7. Prepare an agenda
8. Obtain and updated list of members a few days before the meeting

EXAMPLE OF RA AGM NOTICE

Notice, The Executive of the Abbotsford West Riding Association are inviting you to the 2024 Annual General Meeting (AGM).

Reports from the President and Treasurer will be presented. We will also be electing our new Riding Association Board for 2024-2025 term. Please ensure your membership is up to date as you will need to be an active member for 21 days in order to vote. Please bring photo ID.

Additionally, come meet our BC Conservative Candidate - Korky Neufeld!

Please join us after the meeting for Lunch and Refreshments!

Details on the AGM are as follows:

Date: Saturday, June-01st, 2024

Time: Registration opens at 9:30AM, Meeting to start at 10:00AM.

Location: Evergreen Village

31955 Old Yale Road

Abbotsford, BC V2T 1A1

We look forward to seeing you there as you count!

SAMPLE AGENDA FOR INAUGURAL AGM

AGENDA

1. **Approval of the Agenda**
2. **Regional Director Report** – optional – explain purpose of RA, runs election
3. **Questions/comments**
4. **Nominations** (election chair is someone who isn't running and a min. of 2 people)
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Member(s) at Large (up to 10)
5. **Adoption of a Constitution**
6. **Adjourn**

WHAT IS NEEDED FOR THE DAY OF AGM

Registration table

- Pen
- Copy of active membership list
- Membership/donation forms or/and online access point
- People to check in members, check photo ID

Printed Copies of:

- Agenda
- Constitution
- Ballots for each position if there is an election
- Nomination forms
- Pens
- NDAs

Someone to take minutes

Facilitator

Refreshments optional

How To Start Your Riding Association

– Check List

This checklist has been adapted from CPBC Riding Association Handbook: Article 6.7 - How To Start Your Riding Association.

- Initiate Contact
- RD of the Region or Provincial BOD.
- “Initiating a Riding Association” email sent.
- Schedule an AGM: scheduled 31 days from a date of your choosing.
- AGM notification email sent.
- AGM reminder email sent.
- AGM Complete: minimum of 2 current party members have accepted positions.
- Non-Disclosure/Confidentiality Agreement forms sent, signed, and returned.
- RA Ratification added to the agenda for the next Provincial BOD meeting.
- RA ratification complete, RA manual and documentation received.

FOLLOWING THE AGM

Upon completion of the AGM:

1. The application of Recognition must be filled out and signed by each elected member.
2. Meet with the new members and review the NDA and have them sign it or bring it to the first meeting.
3. Collect contact information from each board member
4. President should be setting up the date for the first meeting
5. Develop the agenda for the first meeting
6. The Application, minutes and NDA need to be forwarded to secretary@conservativebc.ca , cc. the RD and the Pres? And ask for the Ratification of the RA to be on the next board agenda. (1-3 mths)
7. Once approved by the Board, RA board meetings can begin.

Application for Recognition as a Riding Association

Date: _____

Electoral District: _____

Riding Association Board of Directors

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Director at Large: _____

Director at Large: _____

Director at Large: _____

Director at Large: _____

Director at Large: _____

In reference to the attached AGM minutes and in accordance with the Constitution and Bylaws of the Conservative Party of British Columbia, Articles 13.01 and 13.02: be it requested that the Provincial Board of Directors recognize and ratify this Riding Association.

Signature: _____

President of the RA Board of Directors

Signature: _____

Member of the Party Board of Directors

DELEGATE SELECTION FOR AGM

- 10 per local + president + candidate of record/MLA
- Party board is



Questions?