



**UNITED  
CONSERVATIVE  
PARTY**

# **DISPUTE RESOLUTION PROCESS**

**(Constitutional Document 8)**

**v1.0**

**Framework Version**

**November 27, 2017**

1. Preamble
  - 1.1. This Dispute Resolution Process document serves to outline the dispute resolution process for the United Conservative Association (the "Association") and the United Conservative Party (the "Party").
2. Definitions - In this document the following terms are defined as follows:
  - 2.1. "Board" means the board of directors of the Association as defined in the Bylaws;
  - 2.2. "Bylaws" means the bylaws of the United Conservative Association;
  - 2.3. "Constituency Association" means the association that is recognized by the Party and registered by Elections Alberta as the official association for a Constituency;
  - 2.4. "dispute" means any dispute relating to the Bylaws, Constitutional Documents, and any documents or processes thereunder except where a dispute resolution process is already provided.
  - 2.5. "Issue" means the particular matter, question, problem, concern, conflict, disagreement or other issue that is in dispute between or among the parties;
  - 2.6. "Member" means a member of the Party;
  - 2.7. "President" means the President of the Board;
  - 2.8. "Rules" means the regulations, directives, guidelines, rules and instructions for the governance of the Party and/or bodies of the Party that are expressed, defined or otherwise presented in the Constitution, including the Schedules attached thereto.
3. General Disputes
  - 3.1. The dispute resolution process begins with the parties being encouraged to resolve the dispute on their own.
  - 3.2. Failing that, and with the exception of disputes relating to the leadership selection or the candidate nomination processes, any ten (10) Members, or any Constituency Association board of directors (the "Complainant") may give written notice ("notification") to the President of a dispute.
  - 3.3. The dispute resolution process relating to leadership selection is defined in Constitutional Document 5 - "Leadership Rules" and the dispute resolution process that relating to candidate nominations is defined in Constitutional Document 5 - "Candidate Rules".
  - 3.4. If a notification is submitted to the President, the notification must include:
    - 3.4.1. The full name(s) of the Complainant, as well as complete contact information;
    - 3.4.2. A concise description of the Issue, including reference to any applicable provision of the Rules, the identity of the person, persons or entity whose conduct or actions are relevant to the Issue, sufficient information such as dates, times and locations which are relevant to the Issue and the source of the information (if relevant and lawful);
    - 3.4.3. Details of attempts at resolution already attempted by the parties.
  - 3.5. Upon receipt of the written notification and any required information, the Board will establish the Dispute

Resolution Committee (the "DRC") which will consist of at least 2 Officers and 1 Regional Director (not from the region where the dispute originated).

- 3.5.1. The DRC will determine, in its sole discretion, what steps will be required to address the Issue;
- 3.5.2. The DRC will determine if any additional information is required, the format of the additional information (written or in person) and timelines;
- 3.5.3. When all information has been received by the DRC it will do one of the following:
  - 3.5.3.1. Dismiss the Issue if it is deemed trivial or vexatious or if the information is not sufficient for the Issue to be considered actionable, or
  - 3.5.3.2. Conduct an investigation to gather additional information required to make its decision.
- 3.5.4. When the DRC deems it has sufficient information, it will render a decision and notify both parties of that decision, in writing and within a reasonable amount of time.
- 3.5.5. If one or more of the parties is not satisfied with the decision of the DRC, the DRC will refer the matter to the Arbitration Committee as defined in the Constitution.