

BY-LAWS OF THE GREEN PARTY OF NOVA SCOTIA

BY-LAW 1

a. TITLE: **Green Party Of Nova Scotia executive position election By-Law**

b. GPNS CONSTITUTIONAL ARTICLE REFERENCE: article 9 – Executive

c. THE BY-LAW APPLIES TO: executive position candidates,

d. THE BY-LAW IS ADMINISTERED BY: the executive, Returning Officer, Leadership Election Team

e. TEXT OF THE BY-LAW:

1. Elections for executive members of the Green Party of Nova Scotia will normally be conducted at the Annual General Meeting (article 9.2.1) or under the terms of article 9.4.3. This by-law provides expanded instruction on the conduct of selecting executive members.

2. The executive will appoint an election team to organize and conduct the executive elections. This team will consist of at least the party organizer and a returning officer. This team will be responsible to the current executive and membership for:

2.1 The promulgation of voting dates and methods;

2.2 the production and distribution of voting materials such as ballots, online voting process and voting stations;

2.3 accepting and vetting candidate declarations and nominations;

2.4 ensuring, to the maximum extent possible, that information on candidates is made available to the membership prior to voting;

- 2.4 actively seeking candidates for the positions.
3. All documents required in this by-law shall be sent to the election team at an address to be determined by the executive and promulgated publicly in reasonable time to allow for prospective candidates to be selected, come forward and submit the required documents.
4. The executive positions will be open to all members of the Green Party of Nova Scotia.
5. To formally declare their intent to run for an executive position candidates shall submit a “Declaration of intent to run document” by a date as set by the executive (or those authorized to act on their behalf) depending on the voting method. This date should allow for appropriate notification to the membership. Declaration of intent to run documents shall include:
 - 5.1 a 250-word letter stating reasons for seeking the executive position in the GPNS. This document will be given the widest possible distribution among the membership;
 - 5.2 a current resume or CV; and
 - 5.3 a current photograph (at least 3 x 5 inches).
6. All members of the Green Party of Nova Scotia in good standing are eligible to vote. Voting will take place at the convention (or SGM), via mail-in ballot or by electronic balloting (article 9.4.3). The voting method is preferential balloting. This means that for each vote to be counted the voter must express their preference in numerical order where “1” is their first choice, “2” is their second choice and so on.
7. A candidate will be declared elected when they receive at least 50% of the total of first choice votes or, if there no clear majority on the first choice votes, at least 50% of the total sum of the first choice votes and preferential second or subsequent choice votes.

8. Regardless of how many executive candidates are on the ballot, the option, "None of the Above," will also appear on the ballot.

9. Mail in ballots must be returned to the Returning Officer at least one day ahead of the "In Person" voting day if both methods are being used for one election.

10. Each candidate may have a scrutineer present during the counting of the ballots.

11. The results of voting will be announced in the following way:

"The Results of Balloting are as Follows:

Total Number of Ballots Cast _____;

Total Number of Spoiled Ballots _____;

Total Number of votes needed to declare Winner: _____;

Here, in ascending order, are the results: (e.g.)

Candidate A: 35

None of the Above: 36

Candidate D Theresa: 71

Candidate B: 72

Candidate C: 358."

12. All ballots will be destroyed after the results are released to the membership.

BY-LAW 2

a. TITLE: **Discipline, Complaints and Appeals**

b. GPNS CONSTITUTIONAL ARTICLE REFERENCE: article 9.6.3

c. THE BY-LAW APPLIES TO: all members

d. THE BY-LAW IS ADMINISTERED BY: Executive, Ombuds Committee

e. TEXT OF THE BY-LAW:

1. If a person has a problem with the actions of a Green Party member, the actions to be taken, can include:

1.1 statement of complaint

1.2 verbal warning to repeat the statement of complaint

1.3 written warning re statement of complaint

1.4 If there is still no change: send the complaint to an ombuds committee composed of at least three people (known to the Green Party / in good standing with the Green Party / with knowledge of the Green Party) , who will listen to both sides, allow time for submissions by both parties, and then come to a decision.

1.5 If, at any time, during the procedure, legal counsel is obtained, then all communication with the person will cease, and communication will be through a lawyer.

BY-LAW 3

a. TITLE: **GPNS POLICY DEVELOPMENT AND RATIFICATION BY-LAW**

b. GPNS CONSTITUTIONAL ARTICLE REFERENCE: Article 11 Policy

c. THE BY-LAW APPLIES TO: all members, Policy committee

d. THE BY-LAW IS ADMINISTERED BY: Policy committee

e. TEXT OF THE BY-LAW:

GENERAL

1. Policy development is normally done through the Policy Committee, but individual members can make policy submissions for consideration and approval of the entire membership. This by-law lays out procedures for policy development and adoption by the Green Party of Nova Scotia.

POLICY FORMAT

2. Policy submissions shall be in the following format and order:

2.1 Subject/policy area title

2.2 Relevant principles, beliefs and the current state of affairs on the subject

2.3 The numbered list of specific subject-based policy suggestions to be submitted for ratification as policy.

2.4 A concluding section including cost estimates if applicable

2.5 Date, citations and endorsing members if applicable

POLICY COMMITTEE POLICY DEVELOPMENT PROCESS

3. Policy Networkers shall represent their regional divisions or constituents, submit policy proposals to the committee, and develop and refine proposed policy.
4. Policy Co-Convenors shall oversee and facilitate the policy development process, submit policy proposals to the committee, and develop and refine proposed policy.
5. A policy will be voted on when a motion to do so is made and seconded by another member of the committee.
6. The vote will be in accordance with the GPNS constitution (i.e. a Bonser vote where if the policy passes it goes to be voted on by the membership at the Policy Convention, if it fails it is discarded, and if it neither fails nor passes, it remains open for further revision and voting).

SUBMISSION OF POLICY TO THE MEMBERSHIP

7. Policy will be put to membership vote if it either:
 - 7.1 is submitted prior to the stated submission deadline with a minimum of 5 endorsements by members in good standing; or
 - 7.2 has been approved by the Policy Committee prior to the stated submission deadline by Bonser vote with at least 75% of the Policy committee members voting.

RATIFICATION

8. All policy must be ratified by the membership at a Policy Convention using constitutional voting procedures (Bonser vote process).
 - 8.1 Policies that neither pass nor fail the first vote will go to committee for revision.
 - 8.2. Any member in good standing may participate in a committee.

8.3 After committee revision a second membership Bonser vote will then be held.

8.4 All policies that do not pass the second vote fail.

BY-LAW 4

a. TITLE: **Green Party Of Nova Scotia leadership election By-Law**

b. GPNS CONSTITUTIONAL ARTICLE REFERENCE: article 12 – The Leadership

c. THE BY-LAW APPLIES TO: Leadership candidates,

d. THE BY-LAW IS ADMINISTERED BY: the executive, Leadership Election Team

e. TEXT OF THE BY-LAW:

1. Leadership of the Green Party of Nova Scotia will be contested if the current leader is stepping down or if more than 50% of members, in good standing, petition to hold such an election (article 12.7)

2. The executive will appoint a leadership election team to organize and conduct the leadership election. This team will consist of at least the party organizer and a returning officer. In addition to the process of running the election, this team will also have a mandate of actively seeking candidates for the position.

3. All documents required in this by-law shall be sent to the leadership election team at an address to be determined by the executive and promulgated publicly in reasonable time to allow for prospective candidates to be selected, come forward and submit the required documents.

4. The election will take place at the next Annual General Meeting (AGM) or Special General meeting (SGM). The AGM is held in conjunction with the annual convention.

5. All members of the Green Party of Nova Scotia in good standing are eligible to vote. Voting will take place at the convention (or SGM) and via mail-in ballot.

6. The leadership contest (for Leader and Deputy Leader) will be open to all members of the Green Party of Nova Scotia who are residents of Nova Scotia, who are Canadian citizens and who are of voting age at the time of the first day of the convention or SGM.

Declaration of Intent to run

7. Declaration of intent to run documents are to be submitted no later than one month prior to the start date of the AGM/SGM (post-marked envelopes accepted). Declaration of intent to run documents shall include:

7.1 a 250-word letter stating reasons for seeking the leadership of the GPNS;

7.2 proof of Nova Scotia residence and Canadian citizenship (photocopies okay);

7.3 a current resume or CV; and

7.4 a current photograph (at least 3 x 5 inches).

Guidelines For Leadership Candidates

8. No candidate for the Leadership of the Green Party of Nova Scotia may spend more than \$7,500 total, including campaigning before and during the convention. Any candidate for the Leadership of the Green Party of Nova Scotia must submit a financial report detailing all campaign contributions of money, services, and material within 60 days of the convention. The report need not be complicated but should record all contributions and clearly indicate when, whom, and what (money, material or service) was received.

9. Any candidate for the Leadership of the Green Party of Nova Scotia who is also a member of the executive of the GPNS must resign from the executive on or before one month prior to the first day

of the AGM or by the day of notice for the SGM (if that date is less than one month prior to the SGM).

10. Candidates for the Leadership of the Green Party of Nova Scotia must be prepared to name a Deputy Leader candidate by one week prior to the first day of the AGM or by the day of notice for the SGM. Failure to do so will be regarded as formal withdrawal from the leadership race.

Guidelines for Deputy Leadership Candidates

11. Candidates for the Deputy Leadership of the Green Party of Nova Scotia will need to submit the following documents no later than one week prior to the first day of the AGM or by the day of notice for the SGM (post-marked envelopes accepted) to the promulgated address for the election team:

11.1 a 250 word letter stating reasons for seeking deputy leadership;

11.2 proof of Nova Scotia residence and Canadian citizenship (photocopies okay);

11.3 a current resume or CV; and

11.4 a current photograph (at least 3 x 5 inches)

At the CONVENTION

12. Each candidate seeking Leadership of the Green Party of Nova Scotia will participate in a 30-minute question and answer session with members of the GPNS.

13. Any candidate seeking Leadership of the Green Party of Nova Scotia must be nominated by a party member. This nomination may take the form of a speech at the convention. The nominator may speak for no more than 10 minutes.

14. Any candidate seeking the Leadership of the Green Party of Nova Scotia must accept the nomination of the nominator. This

acceptance will take the form of a speech that will immediately follow the nominator's speech and not exceed 30 minutes.

15. Regardless of how many leadership candidates are on the ballot, the option, "None of the Above," will also appear on the ballot.

16. Each candidate seeking Leadership of the Green Party of Nova Scotia may have a scrutineer present during the counting of the ballots.

17. The results of voting will be announced in the following way:

"The Results of Balloting are as Follows:

Total Number of Ballots Cast _____;

Total Number of Spoiled Ballots _____;

Total Number of Votes Needed to Declare Winner: _____;

Here, in ascending order, are the results: (e.g.)

Rocky Balboa: 35

None of the Above: 36

Mother Theresa: 71

Joseph Howe: 72

David Suzuki: 358."

18. All ballots will be destroyed after the results are released to the convention.

BY-LAW 5

a. TITLE: **Salary for Leader**

b. GPNS CONSTITUTIONAL ARTICLE REFERENCE: article 12, The Leadership

c. THE BY-LAW APPLIES TO: the Leader

d. THE BY-LAW IS ADMINISTERED BY: The Leader, the treasurer and the executive.

e. TEXT OF THE BY-LAW:

The Green Party of Nova Scotia reimburses the Leader of the Green Party of Nova Scotia the sum total of \$30,000 per annum on the proviso the Leader and the executive do adequate fundraising to help offset the salary.

BY-LAW 6

- a. TITLE: **GPNS Budget and Expense Approval By-Laws**
- b. GPNS CONSTITUTIONAL ARTICLE REFERENCE: article 14. Finance
- c. THE BY-LAW APPLIES TO: all members
- d. THE BY-LAW IS ADMINISTERED BY: The treasurer, the official agent and the Signing Officers.
- e. TEXT OF THE BY-LAW:

Definitions:

Signing Officer

(SO) people with signing authority on the party bank account.

Availability of Funds

The current bank account balance, plus funds received but not deposited, minus outstanding cheques, minus previously approved expenses that have not been paid for yet.

Budget

The detailed annual budget prepared and approved by the Executive.

1. The Executive will prepare and approve a detailed annual budget immediately following the Annual Convention. Adjustments to this budget will be made and approved by the Executive as required by changing circumstances. These approvals will be made as per Article 15 of the Constitution.
2. All party members, including the leadership, executive, and officers, must submit an EAF (Expense Approval Form) for all party expenses.
3. Non-party members may not submit an EAF.
4. The EAF contains information about the expense. Each EAF

has a number for identification purposes.

- 4.1 The member is required to provide information about the expense, including: a description of the expense; the dollar amount of the expense, tax inclusive; the name and contact information of the member requesting the expense; the date the EAF was filled out; and the date the expense needs to be purchased by.
- 4.2 The approvers must provide information as well, including: their signature and position; whether or not they approve of the expense; the maximum dollar amount which can not be exceeded; the date on which the expense was approved; and, in the case of limited funds, a condition where part of the funds are approved based on future donations. (In this case, if funds do not become available, the rest of the expense is not approved.)
5. EAF's are financial documents and must be archived for 5 years.
6. Approval is subject to availability of party funds and the relevance of the expense to the party.
7. Approval must be made by SO's.
8. Only the executive may elect members of the executive to have signing authority.
9. There must be at minimum 4 SO's.
10. All SO's should attempt to authorize all EAF's, but at minimum:
 - 10.1 Two SO's are necessary for approving an expense amounting to \$1000 or less, tax included.
 - 10.2 Three SO's are necessary for approving an expense over \$1000, tax included.
 - 10.3 Except in an emergency, no expense may be approved

unless it has been authorized by a budget item or by a special executive motion. In an emergency, the following provisions will apply:

10.3.1 For an expense of not more than \$1000 including taxes, the expense may be approved if at least 30% of executive members (with a minimum of three executive members) have been consulted and agreed to the expense.

10.3.2 For an expense exceeding \$1000 including taxes, the expense may be approved if at least 60% of the Executive members (with a minimum of six executive members) have been consulted and agreed to the expense.

10.3.3 The Executive members agreeing to the emergency approval will be noted on the EAF.

10.3.4 All Executive members will be immediately notified of the emergency approval.

10.3.5 The emergency approval will be reviewed at the Executive meeting following the approval.

11. The SO, who is the last necessary officer to approve an EAF, is charged with the responsibility of notifying the member, who applied for with the EAF, that the expense has been given final approval.

12. SO's must review: the detailed annual budget and expense authorizing motions of the Executive, the legitimacy of each expense, applicable Nova Scotian legislation and regulations, the GPNS constitution, any anticipated requests for large amounts, and the 'availability of funds'.

13. All SO's are automatically on the finance committee with the treasurer as chair.

14. Cheques may be written only when final approval has been

granted.

15. Even if more than two SO's were necessary to authorize an expense, only two SO's are necessary to sign cheques for authorized expenses.

16. Party members may submit EAF's after they have purchased the expense with personal funds. An approval or reimbursement is not guaranteed.

17. A reimbursement may be made to a party member for a party expense purchased with personal funds if detailed receipts and/or invoices have been submitted and verified by any SO, if an EAF is submitted, and if the expense meets all of the other requirements as decided by SO's and this set of by-laws, the GPNS constitution, and applicable Nova Scotian legislation and regulations.

18. Conflict of interest: Members of the GPNS executive may not be vendors to the GPNS.

19. Only the executive has the power to hire staff, who are not party members and offer salaries for those holding party positions. However, the finance committee must give approval for reoccurring expenses related to wages and salaries before the executive hires or offers salaries.

20. For tendering contracts, the SO's must first authorize the EAF, then write up the details of the tender for posting on the party website. The details should include the responsibilities to be executed under the contract, the contact information to apply, and the deadline.

21. Adoption of these expense approval by-laws by the executive replaces the power vested by the executive to the current signing officers.