

# **Rules for the selection of Conservative Party Candidates in Target and Conservative held seats in England, Wales and Northern Ireland for the UK Parliament**

**Issued by the Committee on Candidates  
with the approval of the  
Board of the Party**

**This document is the recommended guidance for selection of UK Parliamentary candidates referred to under Schedule 6 of the Constitution of the Party, adopted in 1998. It replaces the publication *Rules and Best Practice for the selection of Conservative Party Candidates in England, Wales and Northern Ireland for the UK Parliament 2009*.**

**Amended September 2018**



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# 1. Introduction

Your Association is about to start one of the most important and exciting activities in its calendar - choosing the candidate who will fight for the Conservative cause in your constituency at the next General Election. Irrespective of the political profile of a constituency, all candidates are important. Their personality, campaigning and communication skills and potential ability as a Member of Parliament are the public face of the Conservative Party in their constituencies and throughout the country.

All Applicants have passed the Parliamentary Assessment Board where they have been assessed on a number of key competencies such as Communication skills, Intellectual skills, Relating to people, Leading & Motivating, Resilience & Drive and Conviction (Appendix VII)

Potential candidates have been admitted to the Approved List only after they have demonstrated that they have the potential and the right skill mix to be a Member of Parliament. Once on the list they have been encouraged to develop and extend their competency by attending training sessions on, for example, handling the media, public speaking and campaigning skills.

What the Party needs most of all are people who can command respect locally and win over voters who are not always Conservative supporters. Research has shown that our members, and particularly our activists, are drawn from a relatively small cross-section of society. We need candidates who are able to represent a huge variety of potential supporters. This is why Associations will be selecting from a wide range of applicants both men and women and with a range of different qualities, backgrounds and experience.

For this reason it is important for your constituency Association to come to the selection process not only with an open mind, but also with a systematic, objective and thoughtful approach to picking the right applicant for your particular constituency.

We hope you enjoy the task of selecting your future MP - and wish you good luck in your search.

The Committee on Candidates

**This booklet replaces the publication *Rules and Best Practice for the selection of Conservative Party Candidates in England, Wales and Northern Ireland for the UK Parliament 2015 and 2017*. It will be regularly reviewed and amended when necessary. Contained within this document is a menu of options for selecting your candidate and you should give consideration as to which will best suit the circumstances of your constituency and then discuss this with your Field staff.**

## **2. The Committee on Candidates**

### **2.1 The Committee on Candidates and its Chairman**

The Committee on Candidates is responsible for drawing up and maintaining the Approved List of Conservative Candidates for the United Kingdom Parliament. Under the rules of the Party's constitution only those on the Approved List of Conservative Parliamentary Candidates, maintained by the Committee on Candidates, are eligible for selection. If the endorsement of the Committee on Candidates is refused or withdrawn, an Association cannot adopt that person.

The Committee is established under Article 19.2 of the constitution of the Party. Broadly the composition and duties of the Committee are laid down in Schedule 6 of the Constitution. The Committee is responsible for the proper running of the selection process, and in particular, the creation and maintenance of the Approved List. The Chairmen of the Committee reports directly to the Board of the Party. Currently the Co-Chairmen of the Committee on Candidates are Kemi Badenoch MP, Vice Chairman (Candidates) and Amanda Sater.

### **2.2 The Candidates Team**

Kemi Badenoch MP – Vice Chairman – Candidates and Co-Chairman of the Candidates Committee  
Amanda Sater – Co-Chairman of the Candidates Committee  
Gareth Fox – Director of Candidates and Communities

The Candidates Team, within the Candidates and Communities Department at Conservative Campaign Headquarters (CCHQ,) works with the Committee on Candidates. Gareth Fox, is responsible for the Candidates Team and can be contacted on 020 7984 8034.

The Committee on Candidates includes the Party Chairmen, Vice Chairman – Candidates, Co-Chairmen of the Committee, Chief Whip, a representative of the 1922 Committee, Representatives of the National Convention and the Chief PAB Assessor.

## **3. Starting the Selection Procedure**

### **3.1 Consultation over timing**

The Candidates Team will in consultation with the Field staff determine the timetable for selection and seats will be advertised in tranches. A pre-meeting locally between the Association Officers and the Candidates Team shall take place to discuss process, candidate profile and to clarify rules or any other matters

### **3.2 Executive Council Meeting**

The process starts with a meeting of the Executive Council. Once it has been agreed that an Association may start its selection, the Field staff with the Association Chairman will agree a timetable in conjunction with the Candidates Team. When a Constituency Association has been given permission to start its selection process, the Executive Council shall meet to:

- Confirm selection process
- Decide which method of selection will be used eg Special General Meeting, Primary or By-Election process
- Confirmation of Sifting Committee (see 3.4)
- Associations with fewer than 150 qualifying members as at the date of the notice of the initial Executive Council meeting will have a shortened selection process. Refer to Appendix II
- Agree the final timetable
- Agree on the Moderator for the final meeting

**If any Officer or member of an Association or paid member of Staff is a member of the Approved List of Candidates and wishes their name to be considered for selection, they should apply and be treated on exactly the same basis as any other applicant. They must take no part in the selection proceedings up to and including the SGM/Primary – other than as a potential candidate.**

The Association may wish to produce a press release announcing the fact that the selection process has begun.

### **3.3 Local applicants**

If an Association knows of exceptional, strong, outstanding local candidate(s) whom they wish included in the selection process, then the Association Chairman (who must be guided by their Officer Management team in determining this) must write to the Candidates Team making such a request by an agreed date with the Candidates Team. The Candidates Team will need to give permission for the local candidate(s) to be considered before their name(s) is added to the list of applicants to be considered for that seat. All applicants must be approved by the Committee on Candidates before the selection takes place; these are applicants who have passed a PAB or passed a selection panel for that seat only. Anyone who has failed a PAB or been removed from the List after being previously panelled is not eligible to apply. Any local applicant who takes a PAB at this stage should take no other part in the process other than as a voting member at the SGM in line with 3.2 (above).

### **3.4 Membership and role of the Selection Committee/Paper sift**

The **voting members** of the Sifting Committee includes (unless they are an applicant):

- The Chairman of the Association, who will be Chairman of the Committee and who should remain impartial;
- Two Deputy Chairmen of the Association
- Up to two additional members of the Association agreed by the Executive Council
- 

The **non voting members include**

- The Agent/Organiser or Association Campaign Manager. A member of the Party staff who shall be an Area Campaign Manager or a Voluntary Party Manager as Representative of the Board as an adviser

**The Sifting Committee must comprise a minimum of one woman and one young person under the age of 30. The additional Association members of the Committee should reflect the different interests of the constituency, ie should have a balance of gender, age and ethnicity.**

If any of the named Association Officers are unable to attend, then the Executive Council may appoint a deputy.

### **3.5 Advertising the Vacancy**

Details of the vacancy will be circulated to all candidates through the Candidates Team at CCHQ. CVs will be submitted by applicants in a standard format directly to the Candidates Team at CCHQ where they will be collated. All CVs will be forwarded to the Field staff or appointed nominee after the closing date. The CVs will be forwarded by the Field staff to the Selection Committee/Paper sift at least 5 working days in advance of the Paper sift meeting to have sufficient time to consider all applications.

## 4. Selection Committee/Sifting Stage

The Committee will be asked independently to make an initial list of their recommended applicants from the CVs. Each voting member shall make a list of up to 10 candidates they wish to interview. The results will be collated by the Chairman and forwarded to the Field staff who will make this available to the Candidates Team in advance of the Sift meeting.

**The Selection Committee/Paper Sift will take place at CCHQ, to decide which applicants will be interviewed at the next stage.** All members of the Sifting Committee will be invited to attend along with representatives of the Candidates Team which shall include The Co-Chairmen of the Candidates Committee, a representative of the National Convention Officers and the Director of Candidates and Communities. Also in attendance in an advisory capacity will be a member of the Field staff and the Area Chairman or their nominees. It is important to remember at this stage all applications are confidential.

**It is important that the Selection Committee recognise their responsibilities to provide a list of applicants for interview which displays diversity and variety and which has a due regard to the local profile of the constituency. In determining the short list due regard must be given to a gender balance.**

From this meeting up to 8 applicants, plus 2 reserves if necessary, endeavouring to maintain a gender balance will be shortlisted.

**Only the Selection Committee will have a vote in determining which applicants are selected for interview. The final list will be agreed between the Selection Committee/Sifting Committee and the Candidates Team and must have the agreement of both parties before proceeding to the next stage.**

Applicants must not send their CVs directly to the Association as only applicants' names and CVs as circulated by the Candidates Team may be used at any stage of the selection process.

Applicants are expected to do their own research; information packs must not be prepared by Associations.

## 5. Executive Council Interview stage

**The Executive Council will need to appoint itself as the Selection Committee.**

### 5.1 The interviews

In order to be eligible to vote on the Executive Council, a member must be present for all the interviews that take place and to have been a paid up member for at least three months prior to the date of the Meeting.

In order to be eligible to vote at the Executive Council interviews, a member must be present for all the interviews that take place at this stage. If a member arrives late, or does not stay for the whole process, then they will not be eligible to vote nor will they play any part in the proceedings.

Members of the Executive Council will interview those short-listed at the sifting stage described in Section 4. Each member of the Executive Council will have made available to them before the commencement of the interview a copy of each applicant's standard CV. Please refer to Best Practice Guide for Interviews (Appendix VII).

The format for the interviews should be a question and answer session lasting up to 30 minutes and the first question will be "What personal qualities do you have which would make you a good Conservative candidate for this seat?". The answer to this question will be a maximum of three minutes. In addition to a number of set questions, members of the Executive Council should be able to ask further questions.

At the end of this stage a decision is made on the number of applicants the Executive Council wishes to proceed to the next stage. The Executive Council shall recommend between 2 and 4, plus 1 reserve, endeavouring to maintain a gender balance, to go forward to either a Special General Meeting or Primary. These names should not be published, but be communicated to the Candidates Team via the Field staff.

**It is important the Executive Council recognise their responsibilities to provide a list of applicants for progression to the next stage, that displays diversity and variety and which has a due regard for the profile of the constituency. Members are advised not to vote only for a winner at this stage as their responsibility is primarily to facilitate the next stage of selection, ie to make sure the best range of applicants are put through.**

**No further discussion or debate about the merits of each applicant should take place before voting commences.**

### 5.2 The Voting Procedure

**Voting must be by secret ballot** and will be supervised by the Field staff or their nominee. Full voting members of the Executive Council will each have the same number of votes as the number of applicants agreed to progress to the next stage i.e. if 2 applicants are to proceed to the next stage each voting member of the Committee will have 2 votes of equal weight. The votes will be counted and the top 2 will be the ones to progress. Similarly if 4 are to go through each voting member of the committee will have 4 votes of equal weight. The votes will be counted and the top 4 will progress. Only one vote may be cast for each applicant and each member of the Committee must use **all** their votes. If there is a tied vote there should be a "run off" ballot with members asked to cast one vote between the tied candidates.

In order to be eligible to vote at the Selection Committee/Executive Council interviews, a member must be present for all of the interviews that take place at this stage. If a member arrives late, or does not stay for the whole process, then they will not be eligible to vote nor can they play any part in the proceedings.

At the Q&A session each candidate will be asked the same set of questions, although supplementary questions will be allowed.

Between 2 and 4 applicants plus one reserve will be progressed to the Special General Meeting giving due regard to a gender balance.

**Voting figures must not be given out at this stage, only the names of those who have been progressed to the next stage.**

## **6. Special General Meeting**

### **6.1 Pre-meeting preparations**

The SGM is the opportunity for the full Association's qualifying membership to choose their next parliamentary candidate. **Only Association members who have been members of the Party for not less than 3 months at the time of the Special General Meeting are entitled to vote.** (Party Constitution, Schedule 6). All Association members should be informed of the date(s) of the Special General Meeting, not less than 21 days before it takes place.

The Association will need to ensure that suitable premises are used for the meeting. The room used for the interviews will need to be large enough comfortably to hold all members wanting to attend (please see Appendix IV). There will need to be a separate waiting room made available for the applicants.

The Agent/Field staff/Organiser will need to bring to the meeting an up-to-date list of Association members who are eligible to vote. Each applicant's standard CV will be provided to attendees as they arrive, along with a form of identification (if necessary) to indicate they are eligible to receive a ballot slip when voting commences.

Applicants should be greeted and taken to the waiting room in good time before the meeting. Lots should be drawn to determine which order the applicants will appear before the members.

**Mobile phones are to be turned off during the process, and are to be surrendered by the applicants during the whole process.**

## 6.2 The Interviews

Before the applicants are interviewed, a briefing will be given to the members by the Association Chairman, explaining the processes that have taken place to date, and in particular the skill and attribute set that the Association is looking for in an applicant. In addition a note from the Candidates Committee will be circulated in advance of the interviews. The Field staff or nominee will also give guidance on discrimination law and what is, and what is not, an accepted line of questioning. A question will be stopped by the Chairman of the Meeting or Board representative if thought inappropriate. (See Appendix VI).

Each applicant will be interviewed separately by a designated moderator, eg a local journalist, community leader or relevant local professional for up to 15 minutes in duration. The interviewer will have agreed a standard format with the Association Chairman plus the Field staff or their nominee in advance and ensure the same format is used for each applicant. The first question will be "What personal qualities do you have which would make you a good Conservative candidate for this seat?" The answer to this question will be a maximum of three minutes.

Associations should ask their members to submit questions in advance either when they reply to confirm their attendance at the SGM or on the day itself. The Officers and the interviewer would then be able to ensure that the most popular questions were put to each candidate during the 15 minute interview. This would ensure fairness of questions.

At the end of the interview there will be a Q&A session for a maximum of 15 minutes. The moderator will ask for questions from the floor and will have flexibility to explore the answers given by the applicants. The Chairman will need to ensure that questioning is balanced, non-discriminatory and not hostile. Any heckling should be dealt with immediately

The process will be repeated for each applicant in turn.

**Sitting all applicants together on the stage as a panel is expressly disallowed** as all applicants must be treated individually and equally.

Ballot slips should be provided only to those eligible members just prior to the commencement of the vote.

## 6.3 Voting Procedures

In order to be eligible to vote at the hustings, each eligible and registered voter must be present for all of the interviews that take place. If anyone arrives late or does not stay for the whole process then they must not vote.

Voting at the Special General Meeting shall be by **secret ballot** and will be supervised by the Field staff or their nominee. **It is necessary for the successful applicant to achieve over 50% of the votes cast, excluding abstentions.** Therefore if this is not achieved in the first round the applicant with the fewest votes is eliminated and the meeting proceeds to a further ballot until an overall majority for one applicant is achieved. All ballot papers will be collected by the Agent/Field staff/Organiser or appointed scrutineers and counted. The result of each round of voting will be announced by the Chairman (not releasing figures at any stage).

## 6.4 Counting Procedures

The count must be conducted in front of all those present at the meeting and it should be conducted in front of the candidates.

The first stage at any ballot is to count the total number of votes cast. It should match the number of ballot papers issued. Be certain of the total BEFORE moving to the next stage. The second stage should be separating the ballots into relevant piles for each candidate and then counting the piles.

Before declaring the result, check that the total of the separate piles equals the original number. Once you are satisfied, you should tell the losing candidate the number of votes they received and the number of votes they are behind the next candidate without saying which candidate. They may then ask for a recount.

Once this stage is completed you may move to the next round, following the same process – ie count the total votes then separate into piles to count each candidate’s votes. Again tell the losing candidate how many votes they got and how far behind they are from the next highest candidate without saying who that candidate is.

If there is a tie for last place or if the last candidate has so few votes that the redistribution of their votes cannot possibly change the outcome of the next round of voting then two candidates should be eliminated. In the unlikely event that eliminating the tied candidates would leave just one candidate with less than the required vote then it would be necessary to have a “play off” ballot between the tied candidates in order to determine who should be eliminated.

Following the final count, you may tell both candidates the result and offer a recount.

Once any recounts are completed you may tell the Chairman of the meeting to announce the result.

If there is a tie in the final vote the first attempt to get a result should simply be to rebalot. If this is unsuccessful the two candidates should each be invited to address the meeting for a further 2 minutes before a further ballot. If the votes are still tied the result is decided by the drawing of lots.

**6.5 Adoption**

After the ballot result has been determined a resolution should be put to members at the meeting, in the following terms:

“That this General Meeting of members of the .....  
Conservative Association hereby adopts AB as the prospective Parliamentary  
Candidate for the ..... Constituency.”

**6.6 Ballot Papers**

Ballot papers used at all selection stages **must not** be destroyed until at least 3 months after the SGM. The ballot papers are the responsibility of the Field staff.

**7. Primary Selections**

**7.1 The Process**

If an Association wishes to select using the Primary method they should liaise as early as possible with their Field staff to talk through the logistics involved and gain agreement from the Candidates Team to proceed in this manner.

If a Primary is to be held the processes described in sections 1 - 5 above remain the same.

The Executive Council will interview up to 8 applicants as described in section 5. A minimum of between 2-4 applicants, plus 1 reserve will be put forward to the Primary, giving due regard to a gender balance.

All Association members should be informed of the date of the hustings meeting(s) which incorporates the SGM, not less than 21 days before it takes place. In addition, an advertisement should be placed in the local/regional newspapers within the constituency inviting “Electors” to register their desire to take part in the selection of the Conservative Candidate. We suggest that the requirement is for a written application – preferably on a form as part of the newspaper advertisement, or an online application. **Only Conservative Party members entitled to vote within**

**the Association or electors on the register of UK parliamentary electors entitled to vote in that constituency on the day of the close of the ballot will be entitled to register to take part in the process.**

A hustings meeting will be open to all those on the electoral roll in the constituency who have pre-registered their wish to take part in the Primary selection. **Only those who have pre-registered will be entitled to attend and vote.**

If choosing a Primary the Association would need to have a final SGM for members to endorse the decision of the primary selection and to formally adopt the candidate. This is done the same day as the Primary.

## **7.2 Pre-Hustings preparation**

The Association will need to ensure that suitable premises are used for the meeting. The room used for the interviews will need to be large enough to comfortably hold all those wanting to attend. There will need to be a separate room made available for applicants to wait.

The Agent/Campaign Manager/Organiser will need to bring to the meeting an up-to-date list of Association members who are eligible to vote and a list of those pre-registered electors or pre-registered Conservative supporters who will take part in the hustings stage. Only those eligible members and pre-registered voters will be entitled to enter the meeting.

Applicants should be greeted and taken to the waiting room in good time before the meeting. Lots should be drawn to determine which order the applicants will appear before the meeting.

Mobile phones are to be turned off during the Primary/SGM process, and are to be surrendered by the applicants during the interview process.

## **7.3 The Hustings**

Before the applicants are interviewed, a briefing will be given to the meeting by the Association Chairman, explaining the processes that have taken place to date, and in particular the skill and attribute set that the Association is looking for in an applicant. In addition a note from the Candidates Committee will be circulated in advance of the interviews. The Field staff or nominee will also give guidance on discrimination law and what is, and what is not, an accepted line of questioning. A question will be stopped by the Chairman of the Meeting or Board representative if thought inappropriate. (See Appendix VI).

Each applicant will be interviewed separately by a designated moderator/interviewer, (e.g. a local journalist, community leader or relevant local professional) lasting for up to 15 minutes in duration including a 3 minute presentation on "What personal qualities do you have which would make you a good Conservative candidate for this seat?" The answer to this question will be a maximum of three minutes.

Associations should ask the attendees at the Hustings to submit questions in advance either when they reply to confirm their attendance on the day itself. The Officers and the interviewer would then be able to ensure that the most popular questions were put to each candidate during the 15 minute interview. This would ensure fairness of questions.

At the end of the interview there will be a Q&A session for a maximum of 15 minutes. The moderator or interviewer will ask for questions from the floor and will have flexibility to explore the answers given by the applicants. The Chairman will need to ensure that questioning is balanced, non-discriminatory and not hostile. Any heckling should be dealt with immediately

The process will be repeated for each applicant in turn.

**Sitting all applicants together on the stage as a panel is expressly disallowed** as all applicants must be treated individually and equally.

Ballot slips and standard CVs of applicants should be provided only to those eligible members and pre-registered voters upon arrival. Members shall also be issued with a coloured voting slip which will be used at the confirmation (SGM) stage of the meeting.

**7.4 Individual Campaign Expenditure**

There will be an individual limit as to campaigning Expenditure for the Primary process. Further guidance will be obtainable from the Candidates Team at CCHQ. There will be an individual limit of £500.

**7.5 Voting Procedures**

In order to be eligible to vote at the hustings, each eligible and registered voter must be present for all of the interviews that take place. If anyone arrives late or does not stay for the whole process then they must not vote.

Voting at the Special General Meeting shall be by **secret ballot** and will be supervised by the Field staff or their nominee. **It is necessary for the successful applicant to achieve over 50% of the votes cast, excluding abstentions.** Therefore if this is not achieved in the first round the applicant with the fewest votes is eliminated and the meeting proceeds to a further ballot until an overall majority for one applicant is achieved. All ballot papers will be collected by the Agent/Campaign Manager/Organiser or appointed scrutineers and counted. The result of each round of voting will be announced by the Chairman (not releasing figures at any stage).

**7.6 Counting Procedures**

The count is best conducted in front of those present. If possible it should also be in front of the candidates.

The first stage at any ballot is to count the total number of votes cast. It should match the number of ballot papers issued. Be certain of the total BEFORE moving to the next stage. The second stage should be separating the ballots into relevant piles for each candidate and then counting the piles. Before declaring the result, check that the total of the separate piles equals the original number. Once you are satisfied, you should tell the losing candidate the number of votes they received and the number of votes they are behind the next candidate without saying which candidate. They may then ask for a recount.

Once this stage is completed you may move to the next round, following the same process – ie count the total votes then separate into piles to count each candidate’s votes. Again tell the losing candidate how many votes they got and how far behind they are from the next highest candidate without saying who that candidate is.

Following the final count, you may tell both candidates the result and offer a recount.

Once any recounts are completed you may tell the Chairman of the meeting to announce the result.

**7.7 Adoption**

After the ballot result has been determined, the SGM should commence immediately, its sole business being a resolution put to members at the meeting, in the following terms:

“That this General Meeting of members of the .....  
Conservative Association hereby adopts AB as the prospective Parliamentary  
Candidate for the ..... Constituency.”

It is not necessary to ask the non members to leave as they can be present as observers. Members can be asked to endorse the resolution by raising their hands with the colour coded voting slip.

## **7.8 Ballot papers**

Ballot papers used at all selection stages **must not** be destroyed until at least 3 months after the SGM. The ballot papers are the responsibility of the Field staff.

## **8 Briefing of the Moderator**

In advance of either the Special General Meeting or Primary the Moderator must be briefed by the Association Chairman and Field staff on the procedures for the final meeting including discriminatory or hostile questioning.

## **9. Referring back**

Exceptionally, the Executive Council or the SGM are not satisfied with the choice of applicants put forward from the previous round. In these rare cases the proper procedure is to move that the matter be referred back. This must be done before the ballot is taken, but after the applicants have been heard. After the motion for reference back has been formally proposed and seconded it should be put to the vote by secret ballot without debate. If the reference back is defeated the proceedings must continue and proceed immediately to the ballot between the candidates. If passed, the selection process will be halted and must start again from scratch. This could mean another three months before a PPC is selected.

## **10 Data Protection Act**

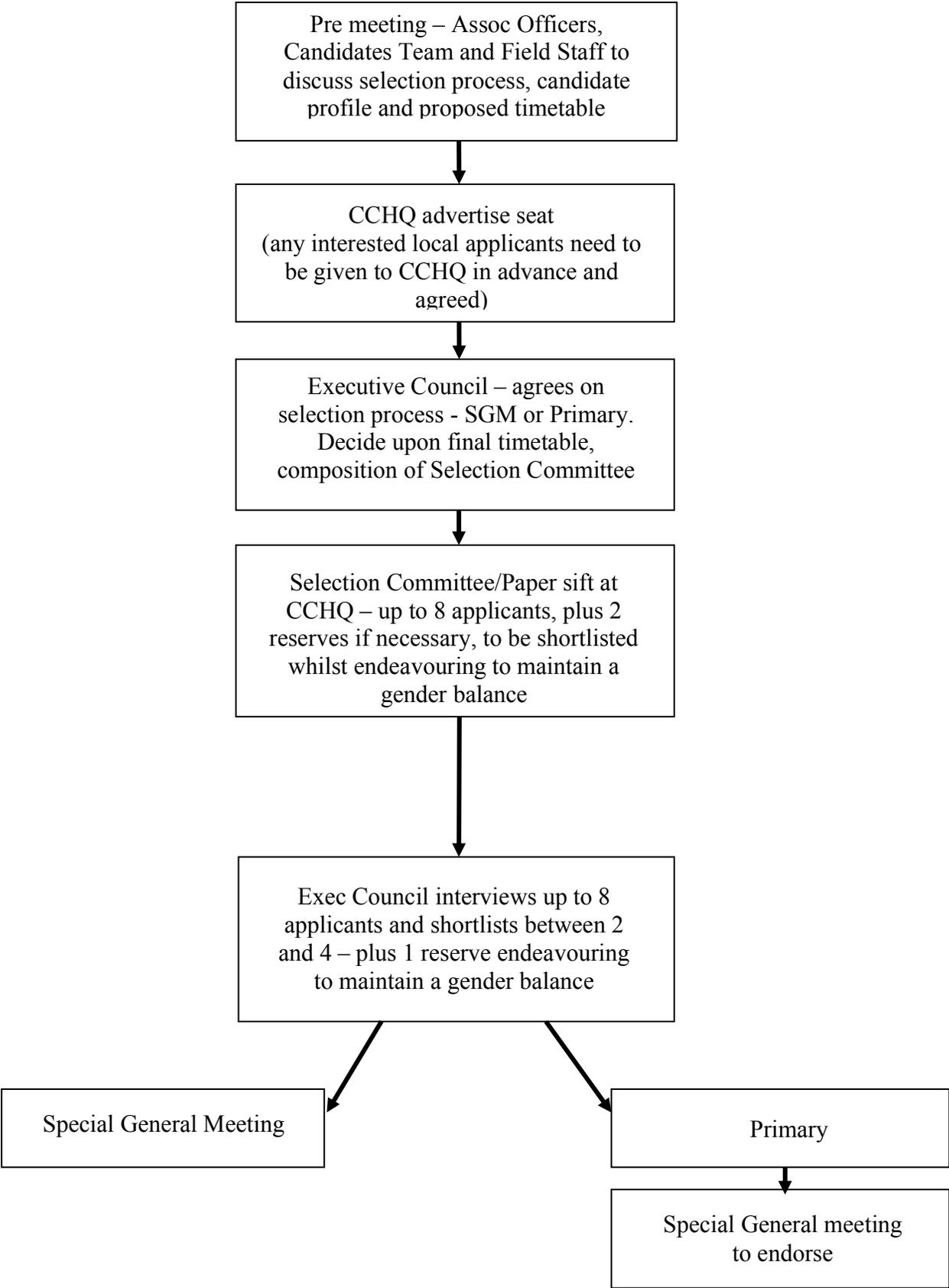
All selection procedures requiring collection of data will be carried out within the Rules laid down by the Data Protection Act and related legislation. Such notice will be included in any pro forma that gathers information stating the purposes to which the data will be used. Any data under the control of the Association will not be passed on to a third Party, including any of the applicants.

It should be noted that if an applicant is also an Association Officer, then that Officer shall not be entitled to have access to, or use any data belonging to the Association, during the period of the selection procedure.

# Appendix I

## Flowchart 1

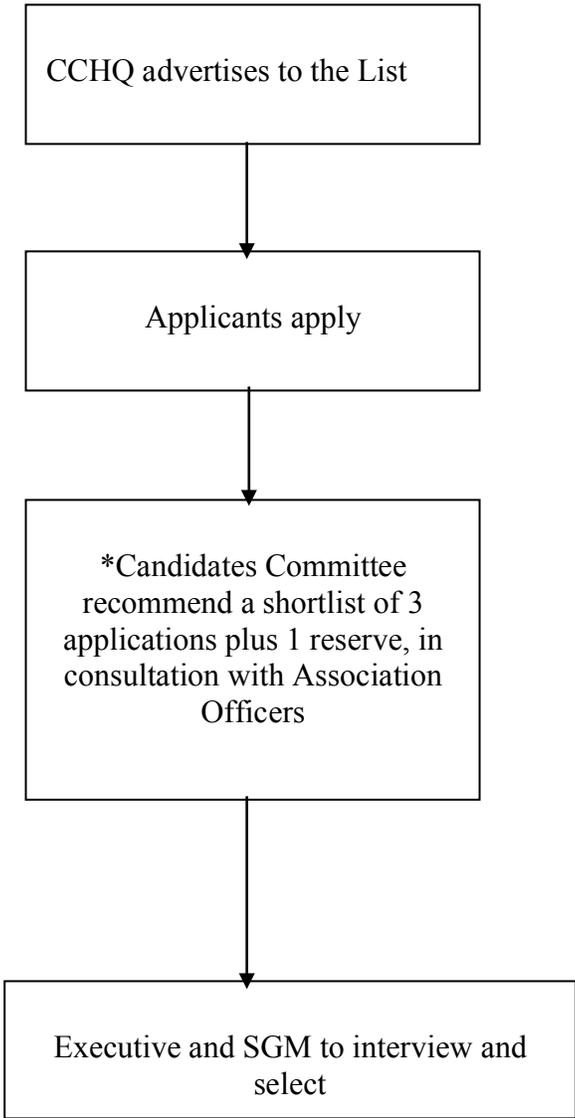
### FLOWCHART SELECTION OF CONSERVATIVE AND TARGET SEATS



# Appendix II

## Parliamentary Selections –Target seats and Conservative held

### Flowchart 2 – Membership of fewer than 150 Association members



\*Composition (non-voting)  
One representative of the Candidate’s Team  
The Chairman of the Candidates Committee  
One of the National Convention Officers from the Candidates Committee  
Head of Candidates\*  
Area Campaign Manager or nominee\*

## Appendix III – Sitting MPs

The procedure for the re-adoption of a sitting member of Parliament is laid down in the Constitution. The following extract from the Constitution spells it out.

### 15.2.6 Sitting Members of Parliament

- 15.2.6.1 A sitting Member of Parliament shall be required to make a written Application to the Executive Council should he/she wish to seek re-adoption to stand again for Parliament or submit such an application if requested by the Executive Council.
- 15.2.6.2 The motion to re-adopt should be presented to the Executive Council after due notice and not less than two weeks nor more than two months following the receipt of the application by the Member of Parliament and the Member of Parliament invited to attend an speak if he/she wishes. Voting shall be by secret ballot, counted by two persons agreed by the sitting Member of Parliament and the Chairman of the Association with the result but not the figures declared.
- 15.2.6.3 In the event of a sitting Member of Parliament not securing the assent of the Executive to his re-adoption he/she will have the right to request a postal ballot of the full membership of the Association. The ballot shall be conducted by the Area Campaign Director with the Chairman of the Association and the sitting Member of Parliament each appointing a Scrutineer. No communication other than:
- (1) The ballot paper and relevant instructions in connection therewith:  
And
  - (2) Any communication by the sitting MP (on no more than a single A4 sheet of paper) shall be sent to members of the Association in connection with the ballot.

In the alternative to the procedure contained within para 15.2.6.3 above the sitting Member of Parliament may (at his/her option) have his/her name automatically added to the final list to be considered by the General Meeting (in addition to the Candidates nominated by the Executive Council.)

## Appendix IV – Parliamentary by-election Guidelines

- (A) Whenever a candidate is required to stand at a Parliamentary by-election, the following procedure will apply in place of the normal procedure for the selection of a prospective Parliamentary candidate for the next general election, described in this document and Constituency Association Rules:
- i. The Committee on Candidates shall with the advice and consent of the Party Chairman, the Chief Whip, and the Chairman of the National Convention, draw up a short-list from which the candidate must be chosen by a Constituency Association (“the By-Election List”).
  - ii. The Committee on Candidates may exclude from the By-Election List, if it thinks fit, any prospective Parliamentary candidate already selected by a Constituency Association for the next general election.
  - iii. The By-Election List may include:
    - a. no more than 3 candidates;
    - b. candidates who are not on the full UK approved list of Parliamentary candidates, subject to passing a Parliamentary Assessment Board;
    - c. local candidates proposed by the Constituency Association, or other local candidates that may come forward, subject to passing a Parliamentary Assessment Board
  - iv. The Committee on Candidate will satisfy itself that the candidates on the By-Election List are not disqualified for the purpose of the Parliamentary by-election.
  - v. The Party members resident in the Parliamentary constituency concerned will be invited to participate in the final part of the selection process.
- (B) In the event of a Parliamentary by-election occurring before the next general election is called:-
- i. in a constituency where there are no proposed boundary changes, the procedure set out above shall apply and be implemented to the extent necessary by such Constituency Association as exists at that time;
  - ii. in a constituency where there are proposed boundary changes, the procedure set out above shall apply and be implemented to the extent necessary by such Constituency Association as the Board considers is responsible for the largest part of the relevant constituency under existing boundaries.
- (C) Nothing in the Appendix shall fetter the power of the Board under Rule 17 of the Constitution to make any further or other Rules that may be required to supplement, clarify or adapt this procedure from time to time

## Appendix V

### General Care of Applicants

Applicants have made a considerable effort to reach selection and therefore should be treated courteously and hospitably.

When organising interviews, do:

- Inform all applicants of **all** interview dates immediately
- specify times and avoid keeping applicants waiting unnecessarily;
- arrange for an administrator, who shall not be a member of the Association
- confirm interview times;
- try to minimize interruptions during interviews: all mobile phones, iPads and any electronic items to be turned off and surrendered to the Field staff for the duration of the meeting;
- ensure that interviews are not audible to other applicants;
- provide somewhere private for applicants waiting for interviews;
- those accompanying the applicants to the interview should remain in a designated separate room for the duration of the meeting unless they are a member of that Association and wishes to participate in the whole of the interview process when they would be able to attend the meeting and participate fully.
- ensure that premises used for interviews are suitable for disabled access for the benefit of both applicants and members;
- Make sure there is a microphone and roving microphone for the meeting
- Ensure that applicants are told of all decisions as soon as possible

Questioning should not be hostile – the Association Chairman should control members who heckle applicants or are otherwise discourteous.

To ensure best and proper practice, the Association Chairman and/or Moderator should always be alert to, and be prepared to, stop any discriminatory questions. (See Appendix VI)

## Appendix VI - Discrimination

It is the job of every member of the Conservative Party involved in selecting applicants to ensure that the selection process is inclusive and free from discrimination (except in relation to the selection of women applicants where some degree of positive discrimination is permitted,) and benchmarks set by the legislation should guide and inform the selection process on basis of good practice.

The general law prohibits discrimination on the following grounds:

- age
- disability
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Discrimination may take the form of direct discrimination, which occurs where a person is treated less favourably than another on discriminatory grounds, or indirect discrimination, which occurs where an unjustified requirement or practice is imposed, which has a disproportionate impact on one group.

Associations should ensure that criteria used in the selection process are clear, relevant to the role of an applicant, and free from discrimination. An agreed set of questions should be put to all the applicants and no assumptions should be made, which could taint the process. Associations should be circumspect in asking about applicants' backgrounds and their personal circumstances, and should fully acknowledge and embrace diversity. Applicants should be asked if they have any particular requirements in relation to the interview process and these should be so far as is reasonably practicable.

Selection criteria should at all times be applied consistently and fairly to all applicants.

The Candidates Team within CCHQ is available to provide advice on the selection process, if assistance is required.

## Appendix VII - Best Practice Guide for Interviewers

### What are competencies?

Competencies are the behaviours that are required in order to perform the job successfully. Successful performance in any job is likely to be founded on a combination of factors; some may be to do with disposition, some to do with attitudes, some with skills, energy levels, or ways of thinking or problem solving. Job analysis will show which of these is most important. The number of competencies per job can vary although ordinarily between five and ten are used. Competencies can be expressed in terms of:

- Personal characteristics (**e.g. confidence**)
- Skills and knowledge (**e.g. numeracy**)
- Attitude and orientation (**e.g. achievement**)
- Job-required outputs and processes (**e.g. conceptual/analytical, flexible thinking**)

To be observable and assessable (i.e. measurable), the competency needs to be expressed in unambiguous behavioural terms. Each competency definition includes a listing of behaviours associated with effective performance of the competency (known as behavioural indicators) and it is these behaviours which are used as evidence in the selection process.

### Why do we need competencies?

- They provide an objective measure against which all applicants can be judged on a level basis
- Research and experience with a range of organisations shows they improve our accuracy in assessing people's suitability or potential for different jobs
- They help us to achieve a closer match between a person's skills and interests and the demands of the job
- They help prevent interviewers and assessors from making 'snap' judgements about people or from judging them on characteristics that are irrelevant to the job in question
- They can form the basis of interview ratings

A competent interviewer must:

- OBSERVE** the applicant's behaviour in specific questions
- CLASSIFY** the recorded behaviour according to the competencies
- EVALUATE** the extent to which the behaviour meets the competency

## **Appendix VIII – Guidance for Federations or Multi Constituency Associations (MCAs)**

**It is important to note that the guiding principle where Associations have merged is that members of a Federation chose which constituency they want to be regarded as resident in and only those should be permitted to take part in the selection process. In order to achieve this, the following small variations on the process described above should take effect.**

### **The Selection/Sifting Committee**

This should consist of:

- The Constituency Officer for the selecting constituency, who will be Chairman of the Committee and who should remain impartial;
- Up to four, and not less than two additional members of the Federation/MCA agreed by those members of the Executive Council resident in the selecting constituency who shall also be resident in that constituency.

### **The Executive Council**

For the purposes of this selection the Executive Council shall consist only of those members of the Executive Council of the Federation/MCA resident in the selecting constituency and the Chairman of the Executive Council shall be the Constituency Officer for that constituency.

### **SGM**

Only those members of the Federation/MCA resident in the selecting constituency shall be eligible to attend and vote at the SGM. The Chairman shall be the Constituency Officer for the selecting constituency.