

Elections Saskatchewan

Guide to Preparing and Filing a Candidate's Nomination Package

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1. Introduction

Elections Saskatchewan (referred to in legislation as The Office of the Chief Electoral Officer) is the province's independent, impartial, election management body. Elections Saskatchewan is responsible for administering provincial electoral events and for overseeing registered political parties' administration of their electoral finances under *The Election Act, 1996* (the Election Act).

Elections Saskatchewan has prepared this guide to help you prepare and file a candidate's nomination package for a provincial election in Saskatchewan.

This guide has no legislative authority. For specific statutory responsibilities, please refer to sections 40 through 56 and 238 of the Election Act. In case of a discrepancy between the Election Act and this guide, the Election Act will apply.

Copies of the Election Act and this guide are available on Elections Saskatchewan's website at <http://www.elections.sk.ca/candidates-political-parties/>

2. Candidate Eligibility

To register as a candidate for a provincial election in Saskatchewan, you must:

1. be eligible to be a candidate;
2. prepare a nomination package; and
3. file your nomination package with your constituency returning officer after the writ of election is issued, but before 2 p.m. on the day fixed for the close of nominations, i.e., nomination day. The writ of election will specify nomination day.

Elections Saskatchewan strongly encourages you to file your nomination package as soon as you can once the writ is issued. If you wait until nomination day and there is an issue with your package, you may not have time to rectify it, and the constituency returning officer may reject your nomination package.

2.1 Eligibility Criteria

To be eligible to be a candidate for a provincial election in Saskatchewan, you must:

- be at least 18 years old;
- be a Canadian citizen;
- have resided in Saskatchewan for at least six months before the writ of election is issued;
- be eligible to vote under sections 16 and 17 of the Election Act; and
- not be disqualified by section 42 of the Election Act.

Under section 42 of the Election Act, you are **not eligible** to be a candidate if you are:

- an election officer, including the Chief Electoral Officer and Assistant Chief Electoral Officer;
- a federal or provincial court judge;
- ineligible to vote because of a conviction for engaging in corrupt practices under the Election Act;
- in a correctional facility, jail, or prison on polling day because of a conviction for an offence against any provincial or federal act;
- subject to the disposition of a review board under section 672.38 of the *Criminal Code* on polling day; or
- disqualified by *The Legislative Assembly Act, 2007* or any other act.



3. Preparing Your Nomination Package

To prepare your nomination package, you will need:

- Form E-405, Nomination Paper;
- a business manager;
- Form E-401, Appointment/Consent of the Business Manager of a Candidate;
- an auditor;
- Form E-403, Appointment/Consent of the Auditor of a Candidate;
- at least four voters from your constituency to nominate you;
- at least one witness;
- a commissioner for oaths or notary public; and
- a deposit of \$100 in Canadian currency, in either a money order or certified cheque.

If you are affiliated with a registered political party, you will also need Form E-517 (or E-517C), Declaration of a Candidate's Political Affiliation.



3.3 Affidavit of Attestation by Witness to Signature of Candidate (page 5)

Ask your witness to complete this affidavit in the presence of a commissioner for oaths or notary public. He or she is acknowledging he or she knows you and knows you consented to be a candidate in the election.

Ensure the commissioner for oaths or notary public records the location and date and signs the affidavit.

AFFIDAVIT OF ATTESTATION BY WITNESS TO SIGNATURE OF CANDIDATE

I, Annie Witness of
(Name of Witness)
Lloydminster in the Province of Saskatchewan, make oath
and say (or solemnly affirm) that I know Chris Candidate, nominated
(Name of Candidate)
as a candidate in the foregoing nomination paper, and that he or she signed his or her consent to
the nomination in my presence.

Sworn (or solemnly affirmed) before me in
Lloydminster in
the Province of Saskatchewan this 9th
day of March, 2016

Com Commissioner
(Commissioner for Oaths or Notary Public)

Bob Asante
(Signature of person attesting)



3.4 Nomination by Voters (page 6)

Print:

- the name of your constituency;
- your first and last names;
- your political affiliation;
- occupation; and
- the mailing address where all election-related documents are to be delivered.

Print the name, home address, and occupation of each voter nominating you. Post office box numbers are not acceptable; voters must include their residential address on this form. Ask these voters to sign the form in the presence of your witness. Each voter signature may have a different witness or the same voter can witness all signatures.

Ask your witness(es) to sign the form.

NOMINATION BY VOTERS

Constituency: Lloydminster

Candidate Occupation: Electrician

Candidate Name: Chris Candidate

Political Affiliation (if any): Registered Political Party

Address of Candidate: 1234 Main Street
Lloydminster, SK S9V 3A4

We, the undersigned voters for the above-mentioned constituency, do hereby nominate the person whose name appears above as a candidate at the election about to be held to represent this constituency in the Legislative Assembly of Saskatchewan.

Signature of Voter	Residential Address	Occupation of Voter	Signature of Witness*
<u>Bill Brown</u>	<u>204 Elm Street</u>	<u>Engineer</u>	} <u>F Fyfe</u>
<u>Carrie Cameron</u>	<u>321 Maple Rd</u>	<u>Lawyer</u>	
<u>John Smith</u>	<u>111 Pink Dr.</u>	<u>Lawyer</u>	
<u>Chris Brown</u>	<u>25 Albert St</u>	<u>Doctor</u>	

*Notes:
1. Signatures of several voters may be bracketed and a witness need only sign once opposite the bracket for the whole series of signatures that he or she witnessed.
2. The witness must be an eligible voter in the constituency.
3. Each witness must sign an affidavit of attestation (see page 7).



3.5 Affidavit of Attestation by Witness to Nominator Signatures (page 7)

Ask your witness(es) to complete this affidavit in the presence of a commissioner for oaths or notary public. If different people witnessed the signatures on the previous page, **each witness must complete one of these affidavits.**

Ensure the commissioner for oaths or notary public records the location and date and signs the affidavit.

AFFIDAVIT OF ATTESTATION BY WITNESS TO NOMINATOR SIGNATURES

I, Fred Foxrott of Lloydminster in the Province of Saskatchewan, make oath and say (or solemnly affirm) that I know the nominators whose signatures to the foregoing nomination paper I have witnessed and that they are duly qualified voters in the constituency of Lloydminster at the election about to be held and that each of them signed the foregoing nomination paper in my presence.

Sworn (or solemnly affirmed) before me in Lloydminster in the Province of Saskatchewan this 10th day of March, 2016

[Signature]
(Commissioner for Oaths or Notary Public)

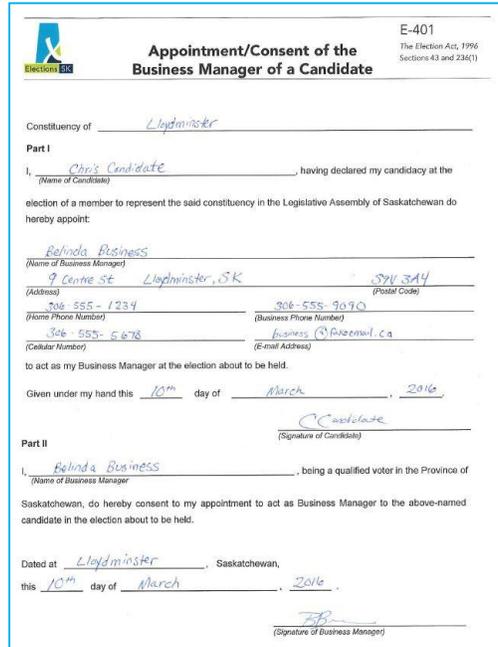
[Signature]
(Signature of person attesting)

3.6 Form E-401, Consent of Business Manager

Ask your business manager to complete and sign this portion of the form.

If you have submitted a copy of this form to Elections Saskatchewan before the writ of election was issued and no information has changed, you can attach a copy of it with your nomination papers.

Note: Either a copy or an original E-401 must accompany your nomination papers.



E-401
The Election Act, 1996
Sections 43 and 236(1)

Constituency of Lloydminster

Part I
I, Chris Candidate, having declared my candidacy at the election of a member to represent the said constituency in the Legislative Assembly of Saskatchewan do hereby appoint:
Belinda Business
(Name of Business Manager)
9 Centre St Lloydminster, SK S9V 3A4
(Address) (Postal Code)
306-555-1234 306-555-9090
(Home Phone Number) (Business Phone Number)
306-555-6678 business@fakeemail.ca
(Cellular Number) (E-mail Address)
to act as my Business Manager at the election about to be held.
Given under my hand this 10th day of March, 2016.
Chris Candidate
(Signature of Candidate)

Part II
I, Belinda Business, being a qualified voter in the Province of Saskatchewan, do hereby consent to my appointment to act as Business Manager to the above-named candidate in the election about to be held.
Dated at Lloydminster, Saskatchewan,
this 10th day of March, 2016.
Belinda Business
(Signature of Business Manager)

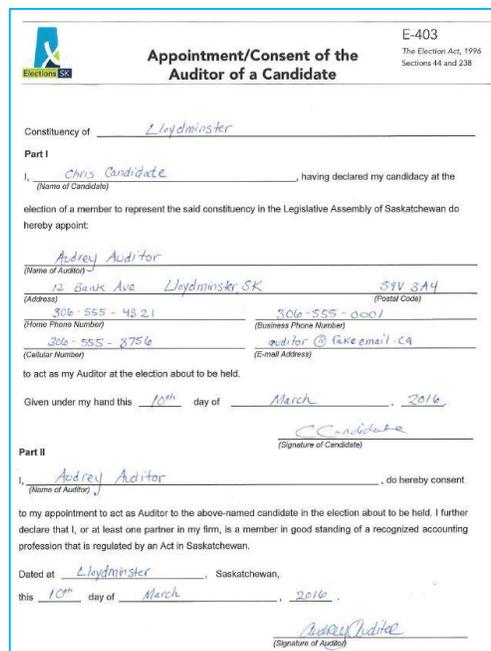
3.7 Form E-403, Consent of Auditor

Ask your auditor to complete and sign this portion of the form.

Your auditor, or at least one member of the auditor's firm, must be a member in good standing of a recognized accounting profession that is regulated by an Act in Saskatchewan.

If you have submitted a copy of this form to Elections Saskatchewan before the writ of election was issued and no information has changed, you can attach a copy of it with your nomination papers.

Note: Either a copy or an original E-403 must accompany your nomination papers.



E-403
The Election Act, 1996
Sections 44 and 238

Constituency of Lloydminster

Part I
I, Chris Candidate, having declared my candidacy at the election of a member to represent the said constituency in the Legislative Assembly of Saskatchewan do hereby appoint:
Audrey Auditor
(Name of Auditor)
12 Bank Ave Lloydminster, SK S9V 3A4
(Address) (Postal Code)
306-555-4821 306-555-0001
(Home Phone Number) (Business Phone Number)
306-555-8756 auditor@fakeemail.ca
(Cellular Number) (E-mail Address)
to act as my Auditor at the election about to be held.
Given under my hand this 10th day of March, 2016.
Chris Candidate
(Signature of Candidate)

Part II
I, Audrey Auditor, do hereby consent to my appointment to act as Auditor to the above-named candidate in the election about to be held. I further declare that I, or at least one partner in my firm, is a member in good standing of a recognized accounting profession that is regulated by an Act in Saskatchewan.
Dated at Lloydminster, Saskatchewan,
this 10th day of March, 2016.
Audrey Auditor
(Signature of Auditor)



3.8 Form E-517, Declaration of a Candidate's Political Affiliation

If you are registering as an independent candidate, you **do not need** to complete this form.

If your party's chief official agent has already completed Form E-517 or E-517C, Declaration of a Candidate's Political Affiliation Composite, you **do not need** to complete this form, but a copy of the completed Form E-517 or E-517C must be included in your nomination package when it is filed with the constituency returning officer.

If your party is endorsing you, but your party's chief official agent has not completed Form E-517 or E-517C, complete Form E-517 and provide this to your party leader (or designate) for signature.

Candidates who are endorsed by a Registered Political Party

Have the registered political party complete and sign this part of the form in order for your political affiliation to appear on all election related documents, including ballot paper, and submit this form with your **Form E-405 Nomination Paper**.

A Registered Political Party who wishes to endorse several candidates on a single document may use, instead of this form, **Form E-517C Declaration of a Candidate's Political Affiliation Composite**, and file it with the Chief Electoral Officer before 2:00 p.m. on the day fixed for the close of nominations. A copy of Form E-517C must be included with the Candidate's Nomination Papers.

This is to certify that Chris Candidate being a candidate in the constituency of Lloydminster for the election to be held on April 4, 2016

(Name of Candidate) (Name of Constituency) (Date of Election)

is the candidate endorsed officially to represent the Registered Political Party, in the Province of Saskatchewan. The candidate's political affiliation shall hereafter appear in all related documents, including ballot paper.

13 March 2015 [Party Signature]

(Date) (Signature of Party Leader / Designated Representative)

4. Filing Your Nomination Package

After the writ of election is issued, you have until 2:00 p.m. on nomination day to file your nomination package with the constituency returning officer. The writ of election will specify nomination day.

A \$100 deposit must accompany your nomination package when you file it. The constituency returning officer **cannot** accept cash, so prepare a money order or certified cheque in Canadian currency payable to the Saskatchewan Minister of Finance. This deposit will be returned to your business manager once your E-412, Candidate's Return of Election Expenses has been filed after the electoral event.

Someone must deliver your nomination package and deposit to the returning office **in person**. In an emergency, you may fax your nomination package to the constituency returning officer. Your original nomination package and deposit must be delivered to the constituency returning officer within 48 hours of close of nominations.

If you do not provide the original nomination package and \$100 deposit to the returning officer within 48 hours, your nomination package will be rejected and you will not be able to run as a candidate.



5. Certificate of Receipt

After the constituency returning officer receives your nomination package and deposit, he or she will:

1. confirm their validity;
2. complete Form E-406, Certificate Respecting Nomination Paper and Deposit; and
3. give you (or your business manager) a copy of Form E-406.

Your nomination is not official until the constituency returning officer formally accepts your nomination package including the deposit. You should not leave the constituency returning office without receiving a copy of Form E-406 from the returning officer. If there is a problem with your nomination paper and the returning officer cannot accept your nomination, please make sure you understand what you need to do to address the issue(s) and the deadline for doing so.

	E-406 <small>Form TT</small> The Election Act, 1996 Sections 46 and 48
Certificate Respecting Nomination Paper and Deposit	
Constituency of <u>Lloydminster</u>	
I acknowledge receipt of a valid nomination paper filed on behalf of <u>Chris Candidate</u> and nominating him or her as <small>Name of Candidate</small>	
a Candidate at the election now about to be held of a member to represent the above constituency in the Legislative Assembly of Saskatchewan. I also acknowledge receipt of a deposit of \$100.00 made on his or her behalf.	
Dated at <u>Lloydminster</u> , Saskatchewan, this <u>13</u> day of <u>March</u> , <u>2016</u> .	
 <small>Signature of Returning Officer</small>	