



RAPEQ Guide

Instructions for Updating Information in the Register

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The interpretations expressed in this guide do not take precedence over the provisions of the *Election Act* and are not intended to replace them. Anyone wishing to interpret or apply the *Election Act* should refer to the document published by the Éditeur officiel du Québec, which can be found at the following address: www.publicationsduquebec.gouv.qc.ca.

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Introduction

You are actively involved in a political party as a leader, official representative, official agent or party officer. In this capacity, you have duties and obligations arising from the provisions of Title III of the *Election Act*, specifically those related to the Register of authorized political entities of Québec kept by the Chief Electoral Officer, as well as the provisions of Chapter VI of Title IV of the same Act and pertaining to the control of election expenses.

One of your responsibilities is to make sure that the Chief Electoral Officer is promptly informed of appointments and other information about your party.

This guide was designed to help you fulfil this obligation. It outlines the legal requirements regarding the Register of authorized political entities of Québec and provides forms and documents that you can use to inform the Chief Electoral Officer of any changes to be made in the Register.

We invite you to begin by familiarizing yourself with the contents of this guide and then to refer to it whenever necessary, specifically when appointing personnel or communicating new information to the Chief Electoral Officer.

Abbreviations

EA: Election Act

RAPEQ: Register of authorized political entities of Québec

You will find the legal references for the subject at hand in the left-hand margin of each page. However, we encourage you to consult the official text of the *Election Act (EA)*.

Élections Québec

Elections Québec is an independent, neutral, impartial and non-partisan institution partisan, which reports directly to the National Assembly.

Its mission is to oversee the holding of elections and referendums, to guarantee the full exercise of election rights, to promote the democratic values of Québec society and to ensure compliance with the rules on political financing and the control of election expenses. The Direction du financement des partis politiques is entrusted with this responsibility.

The main responsibilities of the Direction du financement des partis politiques are to:

- 41 ensure that all independent candidates and deputies, party authorities and political parties have received the necessary authorization to solicit contributions, incur expenses or take out loans;
- 487 receive contributions made by electors, verify their compliance and remit them to the proper authorized political entity;
- 87 ensure that contributions were made by electors;
- 488 keep the public informed about the sources of financing and expenses of authorized political entities through reporting and posting donor lists on the institution's website;
- 45.1, 488 train official representatives and their delegates, as well as official agents and their deputies;
- 65 keep a register of authorized political entities in Québec;
- 65 among other obligations, political entities authorized by the Chief Electoral Officer must supply the information identified in the *Election Act*. This information is kept in the RAPEQ.

RAPEQ

65, 126 The abbreviation RAPEQ refers to the register in which information on political entities authorized by the Chief Electoral Officer is kept. This information, which is of a public nature for the purpose of the *Act respecting Access to documents held by public bodies and the Protection of personal information*, is for the most part available on Élections Québec website.

In regard to authorized political parties and their party authorities, the RAPEQ contains the following information:

48 **For a party:**

- name of the party;
 - name, address, telephone number and e-mail address* of the party leader;
 - name, address, telephone number and e-mail address* of at least two officers of the party other than the leader;
 - address to which communications intended for the party are to be sent;
 - address where the books and accounts pertaining to the contributions made to the party and the expenses that it incurs are kept;
 - name, address, telephone number and e-mail address* of the official representative and his or her delegate(s), if any, as well as of the official agent and his or her deputies, if any;
 - address of a maximum of two permanent offices, if applicable;
- 107 • name, professional accounting association, firm (if applicable), address*, telephone number and e-mail address* of the party auditor.

52 **For a party authority:**

- name of the authority;
- name, address, telephone number and e-mail address* of the authority's official representative;
- address to which communications intended for the authority are to be sent;
- address where the books and accounts pertaining to the contributions made to the authority and the expenses that it incurs are kept.

* There is no legal requirement for this information to appear in the RAPEQ, but this information is nonetheless required by the Chief Electoral Officer

For each party and party authority, an excerpt from the RAPEQ contains the aforementioned information, as shown below. This document is updated every time your party informs the Chief Electoral Officer of a modification, and a copy is sent to you for your records.

For a party:

Élections Québec	
REGISTRE DES PARTIS POLITIQUES PROVINCIAUX (Article 65 du titre III de la Loi électorale)	
DATE D'AUTORISATION :	NUMÉRO D'ENTITÉ POLITIQUE :
DÉNOMINATION OFFICIELLE DU PARTI :	
ADRESSE DES COMMUNICATIONS ET COURRIEL :	
ADRESSE DES LIVRES ET COMPTES :	
NOM, ADRESSE, NUMÉRO DE TÉLÉPHONE ET COURRIEL DU REPRÉSENTANT OFFICIEL :	
DATE DE FORMATION REÇUE :	
NOM, ADRESSE, NUMÉRO DE TÉLÉPHONE ET COURRIEL DE L'AGENT OFFICIEL :	
DATE DE FORMATION REÇUE :	
DÉLÉGUÉ :	
NOM, ADRESSE, NUMÉRO DE TÉLÉPHONE ET COURRIEL DU CHEF :	
NOM, ADRESSES, NUMÉROS DE TÉLÉPHONE ET COURRIEL DES DIRIGEANTS :	
ADRESSE DU BUREAU PERMANENT 1 :	
ADRESSE DU BUREAU PERMANENT 2 :	
NOM, ADRESSE ET NUMÉRO DE TÉLÉPHONE DU VÉRIFICATEUR : (Article 107) :	

For a party authority:

Élections Québec
REGISTRE DES INSTANCES LOCALES
(Article 65 du titre III de la Loi électorale)

DATE D'AUTORISATION : NUMÉRO D'ENTITÉ POLITIQUE :

DÉNOMINATION DE L'INSTANCE :

ADRESSE DES COMMUNICATIONS ET COURRIEL :

ADRESSE DES LIVRES ET COMPTES :

NOM, ADRESSE, NUMÉRO DE TÉLÉPHONE
ET COURRIEL DU REPRÉSENTANT OFFICIEL :

DATE DE FORMATION REÇUE :

- 65 To ensure that the information in the RAPEQ is in compliance with the Act, the *EA* requires that all authorized parties inform the Chief Electoral Officer in writing without delay whenever information in the RAPEQ must be changed.
- 68 A party that fails to fulfil this requirement of the Act may have its authorization withdrawn.

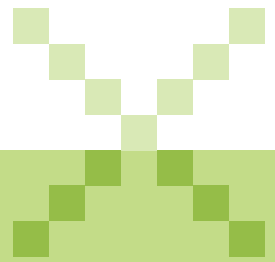
These changes to the RAPEQ must always be communicated to the Chief Electoral Officer by means of a written notice sent by regular mail, by fax or by e-mail after they have been scanned, to the following address:

**Service du Registre, de la coordination et de la conformité
des contributions politiques**

Direction du financement des partis politiques
Élections Québec
Édifrice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

E-mail: repaq@dgeq.qc.ca
Fax (Québec City region): 418 528-0638
Fax (toll free): 1 866 975-0638

For additional information or assistance regarding RAPEQ-related requirements, please contact the Service du Registre, de la coordination et de la conformité des contributions politiques at 418-644-3570 or, if outside the Québec City area, at 1 866 232-6494 (toll free).



1

Your role within the party

68 To maintain its authorization, your party must fulfil certain obligations. They include, among others, having a leader, an official representative for the party and each party authority, an official agent, two party officers other than the leader, and an auditor.

65 Appointments to these positions must be made in accordance with the requirements of the Act. The relevant information, as well as notice of any modification or resignation, must be sent without delay to the Chief Electoral Office by the leader, or another person designated by the leader, so that it may be recorded in the RAPEQ.

46, 66, 409 In addition, anyone who resigns as official representative, official agent, delegate of the official representative or deputy official agent must notify the Chief Electoral Officer in writing. The party must then fill any such vacancy without delay.

To learn more about the specific requirements for each appointment, please refer to the relevant sections of this guide.

46, 405 Note that all resignations and appointments to the positions of official representative, delegate of an official representative, and official agent of a party or party authority are published in the *Gazette officielle du Québec*.

For each party intervenor, the following pages describe his or her role and the instructions on notifying the Chief Electoral Officer when a person is appointed to the position. You will also find documents that you can use to submit the required information to the RAPEQ.

Role and appointment of the LEADER

To hold the position of leader, you must not:

- 568 • have been convicted of an offence that is a corrupt electoral practice;
- 45 • be an official representative;
- 48 • be one of the two other officers of your party listed in the Register.

As leader, your primary responsibilities are to:

- 65.1 • send the Chief Electoral Officer a copy of your party by-laws, duly adopted by the members at a general meeting, within six months following the authorization of your party or any amendment of its by-laws;
- 42 • designate a person responsible for appointing official representatives of the party and party authorities (optional);
- 52 • designate a person responsible for filing the application(s) for authorization of party authorities (optional);
- 46 • fill without delay any vacancies in the positions of official representative, official agent or party officer;
- 65 • ensure that the information required for the updating of the Register is provided to the Chief Electoral Officer in writing without delay;
- 457.2 • notify the Chief Electoral Officer if you want your party to be granted authorization as a private intervenor if your party is not presenting any candidates during an election;
- 51 • file an application to change the party's name, if applicable;
- 67 • file a request to withdraw authorization of the party or a party authority, if applicable.

66 Resignation

If you resign your position, you must send written notice to the Chief Electoral Officer stating the date of your resignation so that it may update the Register.

66 **Appointment of a new leader**

When a new leader is appointed, notice must be sent to the Chief Electoral Officer as soon as possible, accompanied by a copy of the resolution that the party has adopted to that effect. The resolution must be certified by at least two party officers listed in the RAPEQ (other than the leader).

If a leadership campaign is scheduled to elect a new leader, an interim leader must be appointed as soon as possible and within 30 days. To learn how to conduct a political party leadership campaign, please refer to the relevant section of this guide.

Templates

In the following pages you will find a template for notifying the Chief Electoral Officer of the appointment of a new leader, a template for a resolution concerning the appointment of a new leader, and a template for providing notice of resignation from this position. We invite you to refer to them and adapt them according to your party's needs.

Proposed correspondence template for notifying the Chief Electoral Officer of the appointment of a leader

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Appointment of a leader

Dear Madam or Sir,

I hereby inform you that _____
Given name and surname of new leader

has been appointed to the position of leader of _____,
Name of party

as was agreed during our meeting of _____.
Date

His/her contact information is as follows:

Domiciliary address

_____ _____
Telephone E-mail address

Furthermore, in accordance with section 66 of the *Election Act*, please find attached a copy of the resolution taken to this effect and duly certified by two party officers listed in the Register.

Yours truly,

Signature of party officer Given name and surname (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed template of a resolution for the appointment of a new leader

Resolution taken concerning the appointment of a new leader for the

_____ Name of party

It is moved by _____ Given name and surname

and seconded by _____ Given name and surname

to appoint _____ Given name and surname of new leader

as leader of the _____ Name of party

as of _____ Date of appointment

Resolution certified by:

Signature of a party officer appearing in the Register

Given name and surname (please print)

Signature of a party officer appearing in the Register

Given name and surname (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528- 0638 or by mail.

Proposed correspondence template to be used by the party leader to notify the Chief Electoral Officer of his or her resignation

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Resignation as leader

Dear Madam or Sir,

I hereby inform you of my resignation as leader of the _____,
Date

as of _____.
Name of party

Yours truly,

Signature of outgoing leader

Given name and surname (please print)

Please send this document by email to repaq@dgeq.qc.ca, by fax to 418-528- 0638 or by mail.

Role and appointment of the OFFICIAL REPRESENTATIVE and his/her DELEGATE(S)

405 The official representative of a party serves as the official agent of the party, unless the leader assigns this responsibility to another person.

To hold the position of official representative, you must:

- 45 • be a qualified elector;
- 45 • not be a candidate or the leader of a party;
- 45 • not be an election officer or the employee of an election officer;
- 568 • not have been convicted of an offence that is a corrupt electoral practice;
- 108 • not be the auditor of your party.

As official representative, your primary responsibilities are to:

- 45.1 • complete the mandatory training within a period of 30 days following the date of your appointment;
 - manage and keep the account records for the funds received;
- 99 • open an account at a Québec branch of a financial institution;
- 92 • solicit contributions;
- 93 • collect and cash contributions of less than \$100 in cash as well as any other income;
- 92 • appoint canvassers and keep an up-to-date list of canvassers;
- 100 • ensure that cash contributions of less than \$100 comply with the Act;
- 95.1 • ensure that a contribution slip is properly completed for every contribution that you receive and that it is remitted to the Chief Electoral Officer;
- 88 • cash all sums received at political activities;
- 100.1 • remit to the Chief Electoral Officer the portion of sums received at political activities that exceeds 3% of the total contributions received during the period covered by a financial report;
- 104 • contract loans;
- 414 • transfer the necessary sums to the official agent's election fund;

- 452 • cash election expense reimbursements, including advances;
- 441 • receive sums following the closing of the official agent's election fund as well as goods held by the latter;
- 100 • return non-compliant contributions to the Chief Electoral Officer as soon as the fact is known;
- 84 • produce requests for payment of the allowance to the authorized political party (applies to parties only);
- 112 • request reimbursements of audit fees for the annual financial report (applies to parties only).

Authorize and pay expenses:

- 102 • authorizes expenses other than election expenses;
- 103 • pay invoices within six months of their receipt;
- 106 • pay the interest due on loans at least once a year;
- 116 • pay the audit fees for the party's annual financial report (applies to parties only).

Produce the financial report:

- keep adequate financial books and accounts to facilitate preparation of the financial report;
- sign the balance sheet of the financial report;
- 113 • respect the established deadlines, that is, April 1 for an authority and the April 30 for a party;
- 107 • with the leader's approval, appoint in writing an auditor from among those who have the legal right to practise public auditing in Québec;
- 116 • ensure that the financial report is accompanied by the auditor's report and the appendices that are an integral part thereof (applies only to a party);
- 112.1 • upon request from the Chief Electoral Officer, provide within 30 days any required information related to the financial report;
- 118 • keep for a period of seven years all vouchers enabling the Chief Electoral Officer to verify compliance with the provisions concerning received contributions.

Because the official representative has a number of important responsibilities, the Chief Electoral Officer has created an extranet that provides access to several tools to help you perform your duties. Support is also available from a team of coordinators specialized in political financing.

Guide for official representatives of a party or a party authority

This guide was specifically created for you. We encourage you to refer to it when carrying out your tasks.

Mandatory training

- 45.1 As an official representative, you have 30 days from the date of your appointment to take the training on the rules governing political financing and election expenses.

This training is mandatory under the EA and is dispensed online. Information indicating whether or not you have completed the training will be entered in the Register and posted on Élections Québec website.

Political financing coordinators

A team of coordinators specialized in political financing is available to guide you in your role. You can call the team at 418-644-3570 or, if you are outside the Québec City area, 1-866-232-6494 (toll free). You can also contact the team by e-mail at financement-provincial@dgeq.qc.ca.

Resignation

If you resign your position, you must notify the Chief Electoral Officer in writing without delay so that it may update the Register. You will also have to remit the financial and reference documents which you had used in performing your duties to your successor.

Furthermore, within 30 days following your resignation, you must send the party a financial report covering any period during which you held your position and which is not covered by a previous report*, along with the receipts issued during this period.

* The expression “a previous report” refers not only to a financial report that has already been remitted, but also to a financial report that is due to be remitted. The official representative is still obliged to remit this final report, if applicable.

→ REMINDER

Soliciting contributions, managing non-election expenses and producing the party’s financial reports are the responsibility of the official representative. For this reason, it is critical to notify the Chief Electoral Officer without delay if you resign.

Appointment of a new official representative

42, 43 The appointment of a new official representative must be made in writing and signed by the leader or a person designated by the leader for that purpose. The notice of appointment must be sent to the Chief Electoral Officer without delay.

Delegate of the official representative

If you wish, you can be assisted in your duties by one or more delegates. A delegate assumes the responsibilities conferred by the Act in the electoral district in which he or she is appointed. Like the official representative, he or she must fulfil the conditions set out in section 45 of the *EA*. Please note that the delegate of the party's official representative does not replace the official representative of an authority.

Resignation

If a delegate resigns, the Chief Electoral Officer must be notified without delay in writing so that it may record the change in the Register.

There is no legal obligation to fill the position of a delegate who has resigned. If, however, another delegate is appointed, he or she must in turn be designated in writing by the party leader or another person that the leader has designated for that purpose.

Templates

In the following pages you will find a template for notifying the Chief Electoral Officer of the appointment of an official representative, a template for notifying the Chief Electoral Officer of the appointment of a delegate of the official representative, and a template for notifying the Chief Electoral Officer of a resignation from either of these positions. We invite you to refer to them and to adapt them according to your party's needs.

Proposed correspondence template for notifying the Chief Electoral Officer of the appointment of an official representative of the party

_____	_____	
Municipality	Date	
 Service du Registre, de la coordination et de la conformité des contributions politiques Direction du financement des partis politiques Élections Québec Édifrice René-Lévesque 3460, rue de La Pérade Québec (Québec) G1X 3Y5		
 Re: Appointment of an official representative		
 Dear Madam or Sir,		
I hereby wish to inform you that _____		
Given name and surname of new official representative		
has been appointed as official representative of the _____.		
Name of party		
This appointment takes effect as of _____.		
Date		
The official representative's contact information is as follows:		

Street address		
_____	_____	_____
Apartment	Municipality	Postal code
_____	_____	
Telephone (home)	Telephone (other)	

E-mail address		
 Yours truly,		
_____	_____	
Signature of the party leader or the person he or she designated under s. 42 of the EA	Given name and surname (please print)	
 Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.		

Proposed correspondence template for notifying the Chief Electoral Officer of the appointment of an official representative of an authority

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Appointment of an official representative of a party authority

Dear Madam or Sir,

I hereby wish to inform you that _____
Given name and surname of new official representative

has been appointed as official representative of the party authority mentioned below:

_____.
Name of party authority

This appointment takes effect as of _____.
Date

The contact information for the authority's official representative is as follows:

Street address

Apartment Municipality Postal code

Telephone (home) Telephone (other)

E-mail address

Yours truly,

Signature of the party leader or the person
he or she designated under s. 42 of the EA

Given name and surname (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed correspondence template for notifying the Chief Electoral Officer of the appointment of a delegate of the official representative

_____ , _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Appointment of a delegate of the party's official representative

Dear Madam or Sir,

I hereby wish to inform you that _____
Given name and surname of new delegate
of the official representative

has been appointed as delegate of the official representative of the _____ ,
Name of party

for the following electoral division(s): _____
Name of the electoral division(s)

_____ .

This appointment takes effect as of _____ .
Date

The contact information of the delegate of the official representative is as follows:

_____ _____ _____
Apartment Municipality Postal code

_____ _____
Telephone (home) Telephone (other)

E-mail address

_____ _____
Signature of the official representative Given name and surname (please print)

I authorize this appointment.

_____ _____
Signature of the party leader Given name and surname (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed template to be used by the official representative to notify the Chief Electoral Officer of his or her resignation

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifce René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Resignation as official representative (of a party or party authority)

Dear Madam or Sir,

I hereby inform you of my resignation as official representative of _____
Date

as of _____,
Name of party or party authority

Yours truly,

Signature of outgoing official representative Given name and surname (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed correspondence template to be used by the delegate of the party's official representative to notify the Chief Electoral Officer of his or her resignation

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Resignation as delegate of the official representative

Dear Madam or Sir,

I hereby inform you of my resignation as delegate of the official representative of the

_____,
Name of party

as of _____, for the following electoral division(s):
Date

_____,
Name of electoral division(s)

Yours truly,

Signature of outgoing delegate

Given name and surname (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Role and Appointment of the OFFICIAL AGENT and his/her DEPUTIES

405 The official representative of a party acts as the official agent of that party unless the leader appoints another person to serve in that capacity.

45, 412 **To hold the position of official agent, you must:**

- be a qualified elector;
- not be a candidate or the leader of a party;
- not be an election officer or the employee of an election officer;
- 568 • not have been convicted of an offence that is a corrupt electoral practice;
- 108 • not be the auditor of your party;
- 405 • confirm in writing that you accept the appointment.

405, 413, 434 **As official agent, you are responsible for all election expenses and for filing the return of election expenses. To that end, you must:**

- 408.1 • complete the mandatory training within 10 days of the date of your appointment.

414 **Manage the election fund:**

- open an account at a financial institution and deposit the sums received from the official representative;
- 441 • remit to the official representative of the party or party authority the sums and goods remaining in your election fund after paying all election expenses.

Incur or authorize election expenses:

- 413 • authorize all election expenses;
- 426 • ensure that the maximum permitted amount of election expenses is respected;
- 421 • identify all advertising in accordance with the Act;
- 407 • authorize an advertising agency, if applicable.

413 Pay election expenses:

- pay the regular price;
- ensure that all invoices meet the requirements;
- ensure that the provisions of the Act regarding expenses made and unclaimed as well as contested claims are respected;
- pay all uncontested expenses before filing the return of election expenses;
- administer the petty cash fund;
- reimburse, if applicable, personal expenses paid by a candidate.

434 File the return of election expenses:

- respect the established deadlines;
- ensure that all appendices are properly filled out;
- ensure that the detailed statement of expenses incurred or authorized by the deputy was sent to you, if applicable;
- attach the deed of appointment of the advertising agency, if applicable;
- attach the detailed statement of expenses from the advertising agency, if applicable;
- attach all supporting documents;
- fill in the “Declaration of the official agent” section.

Because the official agent has a number of important responsibilities, the Chief Electoral Officer has created an extranet that provides access to several tools to help you perform your duties. Support is also available from a team of coordinators specialized in political financing.

Guide of the official agent of a party and a party candidate

This guide was created specifically for you. We encourage you to read through it carefully and to refer to it when carrying out your duties.

Mandatory training

As an official agent, you have 10 days from the date of your appointment to take the training on the rules governing election expenses.

This training is mandatory under the *EA* and is dispensed online. Information indicating whether or not you have completed the training will be entered in the Register and posted on Élections Québec website.

Political financing coordinators

A team of coordinators specialized in political financing is available to guide you in your role. You can call the team at 418-644-3570 or, if you are outside the Québec City area, 1-866-232-6494 (toll free). You can also contact the team by e-mail at financement-provincial@dgeq.qc.ca.

Resignation

If you resign your position, you must notify the Chief Electoral Officer in writing without delay so that it may update the Register. You will also have to remit the financial and reference documents which you had used in performing your duties to your successor.

→ REMINDER

During the election period, election expenses are the responsibility of the official agent. For this reason, it is critical to notify the Chief Electoral Officer without delay if you resign.

Appointment of a new official agent

A new official agent must be appointed without delay by means of a written document signed by the leader. The document must mention the designated person's consent and be countersigned by him or her. Since the official agent is active during the election period, it is critical that his or her appointment be made and sent to the Chief Electoral Officer without delay.

When the position of official agent becomes vacant, the official representative serves in that capacity until another person is appointed by the leader.

Deputy official agent

If you wish, you can, with your party leader's approval, appoint one or more deputies to incur or authorize election expenses. You can appoint the individual(s) in question by means of a written deed of appointment that states the maximum authorized amount of election expenses as well as the consent of each individual to hold this position.

Like the official agent, the deputy must fulfil the conditions set out in section 412 of the *Election Act*.

Resignation

If a deputy resigns his or her position, the Chief Electoral Officer must be notified in writing without delay so that it may update the Register.

There is no legal obligation to fill the position of a deputy who has resigned. If, however, you wish to appoint another deputy, you must once again secure your party leader's approval and designate the new deputy in a written deed of appointment that states the maximum authorized amount for election expenses as well as the individual's consent to hold this position.

Templates

In the following pages you will find a template for notifying the Chief Electoral Officer of the appointment and consent of an official agent, a template for notifying the Chief Electoral Officer of the appointment of a deputy official agent, and a template for providing notice of resignation from either position. We invite you to refer to them and to adapt them according to your party's needs.

Notice of appointment of the official agent (cont.) (s. 405, EA)

Consent of the official agent (s. 405, EA)

I declare that I:

- am a qualified elector;
- am not a candidate or leader of a party;
- am not an election officer or an employee of an election officer;
- have not been convicted of an offence that is a corrupt electoral practice;
- am not the auditor of the party.

I understand that I am responsible for:

- managing the election fund to pay the election expenses;
- identifying, in accordance with the Act, election advertising;
- paying election expenses;
- declaring advertising expenses;
- producing the election expenses return, accompanied by vouchers;
- respecting the election expenses limit.

I hereby consent to occupy the position of official agent for the above-mentioned party

Signature of official agent

Date

Official training (s. 408.1, EA)

In my capacity as official agent, I agree to complete the training stipulated in section 408.1 of the *Election Act* within 10 days of my appointment, in addition to any supplementary instruction required. I understand that the Chief Electoral Officer will indicate, in the Register of authorized political entities of Québec (RAPEQ) posted on its website, an attestation that I have completed the training. For training purposes, I have provided my e-mail address below.

E-mail address required for training purposes

Signature of the person acting as official agent

Date

Notice of appointment of a deputy official agent of an authorized political party

(s. 406, EA)



DGE-244-VA (18-05)

Notice of appointment of a deputy official agent of an authorized political party (s. 406, EA)

If not the same person as the official representative

Name of party

I hereby inform the Chief Electoral Officer that I have appointed _____

_____ as my deputy and authorize said person to incur or authorize election

expenses up to a limit of \$ _____ for the period starting on _____

and ending _____.

Signature of official agent

Name of official agent

Date

I approve this appointment.

Signature of leader

Name of leader

Date

Contact information for the deputy official agent

Street address

Apartment

Municipality

Postal code

Telephone (home)

Telephone (other)

E-mail address

Notice of appointment of a deputy official agent of an authorized political party (cont.)

(s. 406, EA)

Consent of the deputy official agent (s. 405, EA)

I hereby agree to occupy the position of deputy official agent for the above-mentioned party.

Signature of deputy

Name of deputy

Date

Mandatory training (s. 408.1, EA)

In my capacity as deputy official agent, I agree to complete the training stipulated in section 408.1 of the *Election Act* within 10 days of my appointment, in addition to any supplementary instruction required. I understand that the Chief Electoral Officer will indicate, in the Register of authorized political entities of Québec (RAPEQ) posted on its website, an attestation that I have completed the training. For training purposes, I have provided my e-mail address below.

E-mail address required for training purposes

Signature of the person acting as official agent

Date

Proposed correspondence template to be used by the party's official agent to notify the Chief Electoral Officer of his or her resignation

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifce René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Resignation as official agent

Dear Madam or Sir,

I hereby inform you of my resignation as official agent of the _____,
Date

as of _____.
Name of party

Yours truly,

Signature of outgoing official agent Given name and surname (please print)

Please send this document by email to repaq@dgeq.qc.ca, by fax to 418-528- 0638 or by mail.

Proposed correspondence template to be used by the party's deputy official agent to notify the Chief Electoral Officer of his or her resignation

Municipality	Date
Service du Registre, de la coordination et de la conformité des contributions politiques Direction du financement des partis politiques Élections Québec Édifce René-Lévesque 3460, rue de La Pérade Québec (Québec) G1X 3Y5	
Re: Resignation as deputy official agent	
Dear Madam or Sir,	
I hereby inform you of my resignation as deputy official agent of the _____,	
	Date
as of _____.	
	Name of party
Yours truly,	
_____	_____
Signature of outgoing deputy	Given name and surname (please print)
Please send this document by email to repaq@dgeq.qc.ca, by fax to 418-528- 0638 or by mail.	

Role and Appointment of PARTY OFFICERS

48, 65 An authorized political party must have, in addition to its leader, two other officers entered in the RAPEQ.

As a party officer, you will be required to:

- assist the leader in accordance with your party's internal policies;
- 42, 52, 65 • send to the Chief Electoral Officer any information required for the RAPEQ;
- 66, 67 • certify the conformity of the copy of the resolution appointing a new party leader or requesting withdrawal of party authorization;
- 566.1 • answer for any infraction or offence that may be committed by a party intervenor.

Resignation

If you resign your position, you must notify the Chief Electoral Officer in writing so that it may update the Register. The party will have to fill the vacancy as soon as possible.

Appointment of a new party officer

65 The appointment of a new party officer must be made in writing without delay by the leader and must include the contact information of the appointee.

Templates

In the following pages you will find a template for notifying the Chief Electoral Officer of the appointment of a party officer and a template for providing notice of resignation from this position. We invite you to refer to them and to adapt them according to your party's needs.

Proposed correspondence template for notifying the Chief Electoral Officer of the appointment of a party officer

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifrice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Appointment of a party officer

Dear Madam or Sir,

I hereby inform you that _____
Given name and surname of new party officer

has been appointed to one of the officer positions of _____ .
Name of party

His/her contact information is as follows:

Domiciliary address

Telephone E-mail address

This appointment takes effect as of _____ .
Date

Yours truly,

Signature of the party leader

Given name and surname (please print)

Please send this document by email to repaq@dgeq.qc.ca, by fax to 418-528-0638 or by mail.

Proposed correspondence template to be used by a party officer to notify the Chief Electoral Officer of his or her resignation

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Resignation as party officer

Dear Madam or Sir,

I hereby inform you of my resignation as officer of the _____,
Date

as of _____.
Name of party

Yours truly,

Signature of outgoing party officer

Given name and surname (please print)

Please send this document by email to repaq@dgeq.qc.ca, by fax to 418-528- 0638 or by mail.

Role and appointment of the AUDITOR

107 The auditor of an authorized political party is the person appointed by the official representative with the party leader's approval and whose name is recorded as such in the RAPEQ. This person must be legally entitled to practise public auditing in Québec, being a member of the Ordre des comptables professionnels agréés du Québec and holding a public accountancy permit as an auditor.

108 **To hold the position of auditor, you must not:**

- be a member of the National Assembly of Québec or Parliament of Canada;
- be an official agent or official representative;
- be a candidate in an on-going election;
- be an associate or employee of the National Assembly, the Parliament of Canada or the Chief Electoral Officer, a returning officer, a deputy returning officer or an assistant to one of the latter.

As auditor, your primary responsibilities are to:

- 111 • have access to all the books, accounts and records pertaining to the party's financial affairs;
- 110 • audit the financial report pursuant to section 113 of the *EA* and submit your auditor's report prepared in accordance with the relevant Chief Electoral Officer guideline.

Resignation

If an auditor resigns, the Chief Electoral Officer must be notified in writing so that it may record the change in the Register.

109 The official representative must appoint a replacement without delay, with the approval of the party leader.

109 **Appointment of a new auditor**

The appointment of a new auditor must be made in writing by the official representative, with the approval of the party leader, and must include the designated person's contact information. The notice of appointment must be sent to the Chief Electoral Officer without delay.

Template

On the following page you will find a template for notifying the Chief Electoral Officer of the appointment of an auditor. We invite you to refer to it and to adapt it according to your party's needs.

Notice of appointment of an auditor



DGE-229-VA (18-03)

Appointment of an independent auditor

Name of party

Name of leader

I hereby inform the Chief Electoral Officer, pursuant to section 107 and in accordance with section 108 of the *Election Act*, that I have appointed as auditor :

Given name and family name of auditor, if applicable

Name of firm, where applicable

Public accounting permit number

Address

Email address

Telephone number

This appointment is effective as of

Date

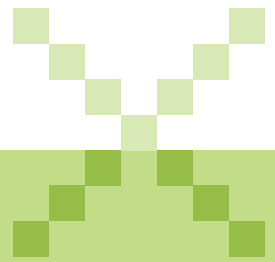
Signature of official representative

Date

I authorize this appointment

Signature of party leader

Date



2 Changes to your party

Various changes can take place within your party. Here is the list of changes that you must report to the Chief Electoral Officer so that they may be recorded in the RAPEQ and, in certain cases, published in the *Gazette officielle du Québec*.

These changes are the following:

- updates to party by-laws;
- authorization of party authorities;
- changes of address;
- changes to the party's name;
- merger of your party with one or more other parties;
- party leadership campaign;
- authorization as a private intervenor;
- request to withdraw authorization.

In the following pages you will find the instructions for supplying the required information to the Chief Electoral Officer as well as useful templates.

Updates to party by-laws

- 65.1 You have sent or will send a copy of the by-laws duly adopted by the members at a general meeting within six months following your party's authorization.

Although the Chief Electoral Officer does not intervene in the internal politics of authorized political parties, the *EA* requires that it keep a copy of every party's by-laws in its files.

Moreover, when party by-laws are amended, you are required to send a copy to the Chief Electoral Officer so that it may update its records.

On the following page is a list of subjects that could be covered by party by-laws, along with a brief description of suggested contents. Please note that the suggested subjects are examples only. We invite you to refer to them and to adapt them according to your party's needs.

1. Party identification
 - Party name and its meaning and origins
 - Party authorization date and other relevant information
2. Founding goals and values
 - Party mission
3. Members
 - Definition of membership
 - Membership dues and card
 - Rights and obligations of members
4. Leader
 - Election, appointment and duties
5. Meeting procedures
 - Details on procedures for meetings
6. By-laws and general regulations
 - Frequency of meetings, council, responsibilities of council members, quorum, etc.
7. Organizational chart

Authorization of a party authority

- 52 A party authority is a party association at the electoral division, regional or provincial level.

To obtain authorization of one or more party authorities, your party must submit to the Chief Electoral Officer a written request signed by the party leader or a person that the leader has designated in writing for that purpose, providing the following information:

- name of the authority;
- address to which communications intended for the authority are to be sent;
- address where the books and accounts pertaining to the contributions to be paid to the authority and to the expenses that it will incur are kept;
- name, address and telephone number of the authority's official representative.

As an authorized political entity, each authority must fulfil the requirements of the *EA*, including the obligation to submit the required financial reports and the information that must be entered in the RAPEQ.

Template

On the next page you will find the authorization form to be used to file an application for authorization of an authority to the Chief Electoral Officer.

Application for authorization of a party authority



DGE-203-VA (18-03)

Application for authorization of an authority of a political party

Before completing this form prescribed by the Chief Electoral Officer, refer to sections 41, 42 and 52 of the *Election Act*.

To the Chief Electoral Officer,

I, the undersigned, request that the authority identified below be authorized in accordance with section 52 of the *Election Act*, and I am providing all the information required.

1° The name of the party authority (name of the party and electoral division, region or Québec):

2° The address to which communications intended for the party authority must be sent:

No.	Street	Municipality	Postal Code
<input type="text"/>			

3° The books and accounts pertaining to the contributions the party authority receives and the expenses it incurs will be kept at the following address:

No.	Street	Municipality	Postal Code
<input type="text"/>			

4° The name, address and telephone number of the official representative of the party authority:

Surname	Given name	Telephone	
<input type="text"/>			
No.	Street	Municipality	Postal Code
<input type="text"/>			

Date

Signature of the leader of the party
OR
of the person designated by him in writing for that purpose

Changes of address

- 65 The domiciliary addresses of every party intervenor, the address of the auditor, the address for party communications, the address where the party's books and accounts are kept, and the addresses of a maximum of two permanent offices, if applicable, must be recorded in the RAPEQ. When a change is made to any of these addresses, the Chief Electoral Officer must be notified in writing so that it may record the new information in the RAPEQ.

Each of these addresses corresponds to a specific need:

- **Address for party communications**

This address is mandatory. It may be the address of the party's permanent office or the domiciliary address of a party officer. This address is posted on the Chief Electoral Officer website as the party's address.

- **Address for books and accounts**

This address is mandatory. It must be a physical address that indicates the place where the party's books and accounts are kept. Accordingly, a P.O. box cannot be the sole address for the party's books and accounts.

- **Address of the permanent office**

The party is not required to have a permanent office. However, if the party does have a permanent office, it must be a place for which the party pays certain occupancy or usage charges. However, for the purposes of subparagraph (10) of section 404 of the *EA*, the Chief Electoral Officer must be informed of this address at least three months before the publication of the notice of election in order for the ordinary costs incurred for the day-to-day operations of this permanent office not to be considered election expenses.

- **Domiciliary addresses of party intervenors**

The addresses of the leader, official representative, official agent, two party officers and, if applicable, the delegate of the official representative and deputy official agent must be recorded in the Register.

- **Address of the auditor**

Correspondence that the Chief Electoral Officer sends to the auditor is sent directly to the auditor's address. For that reason, the auditor's address, while not being mandatory under the *EA*, must nevertheless be recorded in the Register.

Any change of address must be reported in writing without delay to the Chief Electoral Officer.

Change of name

- 51 An authorized party may, with the approval of the Chief Electoral Officer, change its name. The new party name cannot include the word “independent” or be likely to mislead electors as to the party to which they are contributing.

To assist you in selecting a new name, we suggest that you visit the Elections Québec website, where you can view a list of party names that are already reserved, names of authorized political parties and names of parties that have applied for authorization.

This application must be made in writing by the party leader and be accompanied by a copy of the resolution passed in accordance with party by-laws and certified by at least two party officers listed in the RAPEQ. No such application can be made during an election period.

Templates

In the following page you will find a correspondence template and a template for a resolution to assist you in applying to the Chief Electoral Officer for a change of party name. We invite you to refer to them and to adapt them according to your party’s needs.

Proposed correspondence template for applying to the Chief Electoral Officer for a change of party name

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Application for a change of party name

Dear Sir or Madam,

Pursuant to section 51 of the *Election Act*, I hereby submit this application to change the name of

Present name of party

in the Register to the following name: _____
Requested name of party

I have enclosed a copy of the resolution taken to this effect in accordance with party by-laws and duly certified.

Signature of leader

Given name and surname (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed resolution template for submitting an application for a change of party name to the Chief Electoral Officer

Extract of the resolution taken concerning a change of party name

Present name of party

to _____

Requested new name

It is moved by _____,

and seconded by _____,

to change the name of the party as shown above.

Resolution certified by:

Signature of a party officer entered in the Register

Given name and surname (please print)

Signature of a party officer entered in the Register

Given name and surname (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Party mergers

48, 53, 54 The merger of political parties must be authorized by the Chief Electoral Officer. To that end, the party leaders must submit a joint application containing the following information to the Chief Electoral Officer:

- proposed date of merger;
- 50 • name of the party resulting from the merger (the selected name must not include the word “independent” or be likely to mislead electors as to the party to which they are contributing);
- address to which communications intended for the party are to be sent;
- address where the books and accounts pertaining to the funds of the party, the expenses it will incur and the loans it will contract are to be kept;
- name, address and telephone number of the party leader;
- names, addresses and telephone numbers of two party officers other than the leader;
- name, address and telephone number of the party’s official representative or his or her delegates, if any;
- addresses of at most two permanent offices of the party, if applicable;
- 52 • name of every party authority, if applicable, and the name and address of each official representative of an authority, the address to which communications intended for the party are to be sent, and the address where the books and accounts are kept;
- fate of each party authority of the applying parties (withdrawal of authorization, change of name, change of official representative, etc.).

The application for merger must be accompanied by a copy of the resolution adopted in accordance with the by-laws of each party involved and certified by at least two party officers of each party, who must be listed in the RAPEQ,

- 56 From the date on which the merger is authorized, the applying parties and their authorities cease to exist and are replaced by the party and the authorities resulting from the merger, which then succeed to their rights and obligations.

Remitting documents

- 56 Within 60 days of the date of the merger, each party and each of their party authorities must remit to the Chief Electoral Officer a financial report for the period from the preceding December 31 to the date of merger.
- 58 In addition, the official representatives of the party and party authorities resulting from the merger must, no later than April 1st of the calendar year following that of the merger, file the financial reports required under sections 113 and 117 of the *EA* for the portion of the fiscal year that has elapsed since the merger.

The party's financial report must be accompanied with an opening balance sheet at the date of the merger, and the party authorities' financial reports must indicate the cash balance on the date of the merger.

Templates

In the following pages, you will find a correspondence template and a template of the resolution to assist you in applying for a party merger with the Chief Electoral Officer. We invite you to refer to them and to adapt them according to your party's needs. This correspondence must be co-signed by the leaders of all applying parties.

Proposed correspondence template for applying to the Chief Electoral Officer for a party merger

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Application for a party merger

(List the parties concerned below)

Dear Sir or Madam,

We hereby submit this application for a merger of the parties mentioned above.

Pursuant to section 54 of the *Election Act*, we have enclosed the information required for the review of our application as well as the resolution taken to this effect and duly certified.

Yours truly,

_____ Signature of party leader	_____ Given name and surname (please print)
_____ Signature of party leader	_____ Given name and surname (please print)
_____ Signature of party leader	_____ Given name and surname (please print)
_____ Signature of party leader	_____ Given name and surname (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Information on the new party resulting from the merger

(s. 54, EA)

Proposed date of merger _____

Name of party resulting from merger _____

Address to which communications
intended for the part are to be sent _____

Address where party books and accounts
are to be kept _____

Leader
Domiciliary address and
telephone number _____

Party officer 1
Domiciliary address and
telephone number _____

Party officer 2
Domiciliary address and
telephone number _____

Official representative of party
Domiciliary address and
telephone number _____

Delegate of official representative (if applicable) _____
Domiciliary address and
telephone number _____

Auditor
Address and telephone number _____

Address of party's permanent office
(if applicable) _____

If needed, to complete this information, attach additional pages stating the withdrawals of authorization of each authority of the applying parties and complete the forms required for party authorities for which authorization is to be maintained.

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Information on the new party authorities resulting from the merger (s. 52, EA)

Name of party authority resulting from merger _____

Address for communications intended for party authority _____

Book and account address of authority _____

Official representative of authority _____

Domiciliary address and telephone number _____

Name of party authority resulting from merger _____

Address for communications intended for party authority _____

Book and account address of authority _____

Official representative of authority _____

Domiciliary address and telephone number _____

Name of party authority resulting from merger _____

Address for communications intended for party authority _____

Book and account address of authority _____

Official representative of authority _____

Domiciliary address and telephone number _____

Name of party authority resulting from merger _____

Address for communications intended for party authority _____

Book and account address of authority _____

Official representative of authority _____

Domiciliary address and telephone number _____

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed resolution template for filing an application for a party merger with the Chief Electoral Officer

Extract of the resolution taken concerning the merger of the following parties

Party name (1)

Party name (2)

Party name (3)

_____,
Party name (4)

It is moved by _____, and

seconded by _____, to proceed

with the merger of the aforementioned parties.

Resolution certified by:

Signature of a party officer

Political party (1)

Signature of a party officer

Political party (1)

Signature of a party officer

Political party (2)

Signature of a party officer

Political party (2)

Signature of a party officer

Political party (3)

Signature of a party officer

Political party (3)

Signature of a party officer

Political party (4)

Signature of a party officer

Political party (4)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Party leadership campaign

Notice of leadership campaign

127.1 If your party decides to call a leadership campaign, you must, as the leader or interim leader of the party, file with Chief Electoral Officer a declaration stating:

- the name of the person designated to oversee the vote;
- the date on which the party leadership campaign is to begin;
- the final date for entering the race;
- the date set for the leadership vote;
- the maximum amount of authorized expenses per candidate.

As leader or interim leader, you may also designate another person to file this information with the Chief Electoral Officer. Your designation must be made in writing, signed by you and sent to the Chief Electoral Officer.

Statement of intention or candidacy

127.2 For every statement of intention or candidacy, you must, as leader or interim leader, file the following information with the Chief Electoral Officer:

- given name, surname and domiciliary address of the candidate;
- date on which the candidate entered the race (or stated his or her intention to run);
- given name, surname and domiciliary address of his or her financial representative;
- written consent of the candidate's financial representative.

As leader or interim leader, you may also designate another person to file this information with the Chief Electoral Officer. This designation must be made in writing, signed by you and sent to the Chief Electoral Officer.

→ INTENTION

A person who has stated his or her intention to run as a candidate and his or her financial representative are presumed to have been, respectively, a candidate and the candidate's financial representative from the time the intention was stated, even if that time was prior to the date on which the leadership campaign was called.

127.3 Like the other information entered in the RAPEQ, the Chief Electoral Officer makes information related to the holding of a leadership campaign available on its website.

When the new leader is elected, the party must send to the Chief Electoral Officer the notice of the leader’s appointment and the resolution adopted to that end. Templates can be found in the “Role and appointment of the leader” section of this guide.

Role and appointment of the FINANCIAL REPRESENTATIVE and his or her DEPUTIES

127.2, 127.11 The financial representative of a leadership candidate is responsible for campaign financing and expenses, as well as for filing the leadership campaign revenue and expense report.

During a leadership campaign, only one financial representative may incur or authorize campaign expenses on behalf of the candidate.

45 The financial representative must:

- be a qualified elector;
 - not be a candidate;
 - not be the leader of a party;
 - not be an election officer or an employee of an election officer;
 - not be a Chief Electoral Officer employee;
- 568 • not have been convicted of an offence that is a corrupt electoral practice in the past five years.

The financial representative:

- has sole responsibility for the solicitation of contributions on behalf of the candidate. the financial representative may also authorize contribution solicitors in writing;
- authorizes and pays claims and repays loans;
- transfers surplus funds to the official representative of the party;
- remits to the official representative of the party a campaign revenue and expense report.

406 Deputy financial representative

The financial representative may, with the candidate’s approval, appoint a sufficient number of deputies and authorize them to incur or authorize campaign expenses up to the amount that he or she fixes in each deed of appointment. The deed of appointment must include the consent of the deputy and be countersigned by him or her.

409 Resignation

If the financial representative or his or her deputy resigns, the Chief Electoral Officer and the candidate must be notified of the resignation by means of a written document that identifies the date on which the resignation becomes effective. Any vacancy in the position of financial representative of a candidate must be filled as soon as possible.

A candidate whose financial representative, designated at the time of the filing of candidacy, dies, resigns or is unable to perform his or her duties must appoint another representative immediately and notify the Chief Electoral Officer in writing. A candidate may also dismiss his or her financial representative and appoint another.

Role of the OFFICIAL REPRESENTATIVE of the party

- 127.11 The official representative of your party oversees the expenses incurred by the party for the purposes of the leadership campaign.

If the position of official representative becomes vacant, you must appoint another and notify the Chief Electoral Officer immediately. To do so, refer to the “Role and appointment of the official representative and his or her delegates” section of this guide.

Templates

In the following pages, you will find correspondence templates to assist you. We invite you to refer to them and to adapt them according to your party’s needs.

Proposed correspondence template for notifying the Chief Electoral Officer of a leadership campaign

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Notice of a leadership campaign

Pursuant to section 127.1 of the *Election Act* and as leader, interim leader or a designated person,

I hereby declare that a campaign for the next leader of the _____
Name of party

will begin on _____.
Date

Any person who wishes to run for party leadership may submit his or her candidacy from

_____ to _____, and the vote will be
Date Date

held on _____.
Date

The maximum amount of authorized expenses per candidate for this office is \$ _____.

The vote will be overseen by _____.
Given name and surname of the president of the poll

Contact information for the president of the poll

(for the purpose of communications with the Chief Electoral Officer)

Mailing address: _____

E-mail address: _____

Telephone number: _____

Signature of the leader, interim leader
or designated person

Name (please print)

Date

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed correspondence template for notifying the Chief Electoral Officer of the intention to run for party leadership

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
 Direction du financement des partis politiques
 Élections Québec
 Édifice René-Lévesque
 3460, rue de La Pérade
 Québec (Québec) G1X 3Y5

Re: Intention to run for party leadership

Pursuant to section 127.2 of the *Election Act* and as leader, interim leader or a designated person, I declare that the person named below has notified me on this day of his or her intention to run for party leadership.

Signature of the leader, interim leader or designated person Name (please print) Date

Name of party: _____ Date of vote: _____

Name of candidate: _____ Candidate's signature: _____

Address: _____

Telephone: _____ E-mail address: _____

CONSENT OF THE CANDIDATE'S FINANCIAL REPRESENTATIVE

I hereby agree to occupy the position of financial representative of the above-mentioned candidate.

Given name and surname of the candidate's financial representative
(please print)

Signature of the candidate's financial representative Date

Address: _____

Telephone: _____ E-mail address: _____

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed correspondence template for notifying the Chief Electoral Officer of the filing of candidacy

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
 Direction du financement des partis politiques
 Élections Québec
 Édifice René-Lévesque
 3460, rue de La Pérade
 Québec (Québec) G1X 3Y5

Re: Filing a candidacy

Pursuant to section 127.2 of the *Election Act* and as leader, interim leader or a designated person, I declare that the person named below has filed his or her candidacy for the position of party leader.

Signature of the leader, interim leader or designated person Name (please print) Date

Name of party: _____ Date of vote: _____

Name of candidate: _____ Candidate's signature: _____

Address: _____

Telephone: _____ E-mail address: _____

CONSENT OF THE CANDIDATE'S FINANCIAL REPRESENTATIVE

I hereby agree to occupy the position of financial representative of the above-mentioned candidate.

Given name and surname of the candidate's financial representative
(please print)

Signature of the candidate's financial representative Date

Address: _____

Telephone: _____ E-mail address: _____

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed correspondence template for notifying the Chief Electoral Officer of the appointment of a financial representative

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Appointment of a new financial representative

Name of party: _____ Date of vote: _____

Name of candidate: _____ Candidate's signature: _____

I hereby inform the Chief Electoral Officer that I have appointed

_____ to the position of financial representative.
Given name and surname

This appointment becomes effective on _____.

CONSENT OF THE CANDIDATE'S FINANCIAL REPRESENTATIVE

I hereby agree to occupy the position of financial representative of the above-mentioned candidate.

Signature of the candidate's financial representative Date

Address: _____

Telephone: _____ E-mail address: _____

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed correspondence template for notifying the Chief Electoral Officer of the appointment of a deputy financial representative

_____, _____
Municipality Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Appointment of a deputy financial representative

Name of party: _____ Date of vote: _____

I hereby inform the Chief Electoral Officer that I have appointed

_____ as my deputy.
Given name and surname

This appointment becomes effective on _____.

Name of financial representative Financial representative's signature Date

I approve this appointment.

Name of candidate Candidate's signature Date

CONSENT OF THE CANDIDATE'S DEPUTY FINANCIAL REPRESENTATIVE

I hereby agree to occupy the position of deputy financial representative of the above-mentioned candidate.

Deputy's signature Date

Address: _____

Telephone: _____ E-mail address: _____

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Authorization as a private intervenor

457.2 If your political party does not present candidates in a general election or by-election, it may act as a private intervenor. The party leader is then designated to represent the group.

To act as a private intervenor, your party must notify the Chief Electoral Officer, which will assign you an authorization number.

404 As a private intervenor, your party may incur publicity expenses up to a maximum amount of \$300. The publicity must be related to a subject of public interest (for example: the environment, the protection of a park, etc.) and cannot in any way directly promote or oppose a candidate or a party.

To learn more about the rights and obligations of a private intervenor, please consult the *Guide for the private intervenor*.

457.18 Expense report

The representative of a private intervenor must, within 30 days after polling day, remit to the Chief Electoral Officer a report of all his or her expenses, accompanied with the invoices, receipts, other vouchers or certified true copies of such documents, along with a list thereof and a declaration in the prescribed form.

The Direction du financement des partis politiques has a team of coordinators specialized in political financing available to answer your questions. You can contact the team by dialing 418-644-3570 or, if you are outside the Québec City area, 1-866-232-6494, toll free.

Withdrawal of authorization

67 The Chief Electoral Officer may, upon a written application from the leader, withdraw the authorization of a party or one of its authorities. This application for withdrawal of authorization must be accompanied with a copy of the resolution to that effect passed in accordance with party by-laws and certified by at least two party officers entered in the Register.

The application for withdrawal must, moreover, be accompanied with a closing financial report and a financial report for the preceding fiscal year if such a report has not yet been submitted.

During the review of your application, you will be asked to provide certain additional documents, including:

- a list of canvassers, duly completed and signed;
- a list of any creditors including their names, addresses and the amounts due to each;
- all contribution slip booklets;
- deposit slips;
- bank statements;
- original invoices, if any, and proof of payment;
- the list of assets, if any;
- proof of closure of bank accounts;
- a cheque made out to the Directeur général des élections du Québec, in trust, if the party still holds funds.

Other documents may also be requested. In addition, the party's official representative must, for seven years following the date on which the financial report is filed, conserve all vouchers related to the financial activities of your party. The official representative must also provide them to the Chief Electoral Officer upon request.

563 It is the responsibility of the party leader or official representative to ensure that these documents are produced and remitted to the Chief Electoral Officer. Failure to file these reports is an offence, and anyone convicted thereof is liable to a fine of \$50 for each day of delay.

In the event the leader or official representative has resigned his or her position, the obligation to fulfil this legal requirement remains in effect and failure to do so is also liable to a fine.

To assist you in filing these documents and carrying out other steps resulting from the party's or authority's withdrawal of authorization, you can contact a public financing coordinator at 418-646-8754 or, if you are outside the Québec City area, 1-866-225-4087, toll free.

Templates

In the following pages you will find correspondence and resolution templates for applying for a withdrawal of authorization. We invite you to refer to them and adapt them according to your party's needs.

Proposed correspondence template to be used by the leader to file an application to withdraw authorization with the Chief Electoral Officer

_____	,	_____
Municipality		Date

Service du Registre, de la coordination et de la conformité des contributions politiques
Direction du financement des partis politiques
Élections Québec
Édifice René-Lévesque
3460, rue de La Pérade
Québec (Québec) G1X 3Y5

Re: Application for withdrawal of authorization

Name of party or party authority

Dear Madam or Sir,

I hereby inform you that it has been agreed to terminate the activities of the entity mentioned above and, as a result, request that you withdraw your authorization of this entity.

Pursuant to section 67 of the *Election Act*, I am sending you a copy of the resolution passed to that effect in accordance with party by-laws and duly certified, along with the required financial documents.

Yours truly,

_____	_____
Signature of leader	Given name and surname (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.

Proposed resolution template for filing an application to withdraw authorization with the Chief Electoral Officer

Extract of the resolution taken regarding termination of the entity

Name of party or party authority

It is moved by _____, and

seconded by _____, to terminate the activities
of the aforementioned entity.

Resolution certified by:

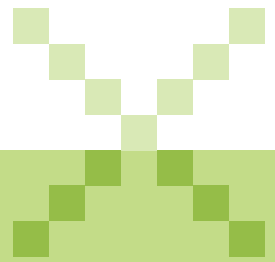
Signature of a party officer

Given name (please print)

Signature of a party officer

Given name (please print)

Please send this document by e-mail to repaq@dgeq.qc.ca, by fax to 418-528-0638, or by mail.



3 List of members

- 51.1 Every authorized party must at all times have at least 100 members, the minimum number allowed.
- 51.2 No later than April 30 of each year, authorized political parties must send to the Chief Electoral Officer a list indicating the names and addresses of 100 party members who are qualified electors and hold a valid membership card.

Failure to provide this list by the deadline may lead to the withdrawal of your party's authorization.

68 The following information is requested for each member listed:

- given name and surname;
- full domiciliary address;
- telephone number*;
- e-mail address*;
- membership card number;
- membership card expiry date;
- leader's attestation.

* We strongly recommend that you provide us with this information in order to simplify our communications with members during the verification process.

- 51.2 The Chief Electoral Officer may take any necessary measures to verify the accuracy of the information provided on the list. Consequently, please check the information carefully, in particular the addresses. In addition, please ensure that the members on the list have been informed that they may be contacted by the Chief Electoral Officer to confirm their party membership.

68 **Should our verification show that your party does not have the minimum number of members required by the Act, the Chief Electoral Officer will have no choice but to withdraw the party's authorization.**

126 Please note that an authorized political party's list of members is not public information. Consequently, the information it contains may not be disclosed.