

## **Candidate Selection and List Ranking Procedures**

Formation of a new Candidate Selection and List Ranking Committee (CLRC) (if formed by the Executive Committee - this is optional under the Constitution) for each election cycle is completed not less than 3 months before the anticipated election where possible through a process such as a poll that identifies members of the AJP who:

1. Would like to be a CLRC member
2. Are not seeking candidacy during this election cycle.
3. Are committed to impartiality and quality work throughout the process.

The Executive committee will approve the CLRC nominees prior to the CLRC's commencement ensuring that overall the CLRC have sufficient skill, impartiality and are generally representative of the views of its constituents (this can be done through a wider committee voting process or membership wide consultation if concerns raised are sufficient to warrant it).

Once in place the CLRC will check in on the most recently used or revised Candidate Selection and List Ranking Procedure which remains in force as the Procedure to use, if there is a CLRC in place, ensuring it is likely to work for the current year and making any relevant suggested amendments to the Executive Committee for approval (prior to starting ideally). This includes approving the voting and vote processing procedures for list ranking.

The General Secretary must lodge the newly approved Procedures with the Electoral Commission within one month of their approval by the Executive Committee.

### **Candidate Selection and List Ranking - Procedures**

**The overall purpose of the Procedures is to assist the CLRC to admit effective and representative candidates who will form a high-calibre, electable party list.**

In order to do this the CLRC will work closely with the Executive Committee to ensure that candidates align with the strategy and goals of the party.

The CLRC will continue in existence until after the next general election, or until the Executive Committee decides otherwise. Following that election the Committee may prepare a report on its work, preferably within 6 months of the election, and present that to the Executive Committee.

That report will include feedback on which processes and procedures worked well, if any did not and give reasons and suggestions that will be passed onto and inform any future CLRC.

The CLRC will work with the Executive Committee and Campaign Committee (if formed) to create a timeline for:

- a) Date for the opening and closing of the Candidate Pool/Selection Process.
- b) Timetable for the Candidate Selection and List Ranking process.
- c) Ideal Candidate Attributes list creation
- d) Parliamentary Candidate Pool Nomination form.
- e) Candidate Consent to Nomination Form
- f) Party List Ranking Process.
- g) Notice of Candidate Selection.

### **Candidacy and List Ranking Committee.**

The CLRC is responsible for:

- Evaluating candidates' qualifications, skills, and suitability for the role.
- Admitting candidates into the candidate pool, ranking and selecting candidates

The CLRC will work closely with the Executive Committee and Campaign Committee (if formed) to ensure that selection of candidates aligns with the strategy and goals of the party. To do this the CLRC will review what particularly desirable strengths, experiences, commitment and outlook align best with the Animal Justice Party and create strength in the Candidacy/ Parliamentary Team to inform the **Ideal Candidates Attribute List**, and submit this for Executive Committee approval. This may just be the attributes described in this document or may be expanded on as determined by the Executive Committee.

**Anyone wishing to stand as a candidate in the general election must be a current member and agree to adhere to a vegan lifestyle for the term of the selection process and candidacy.**

Potential candidates should first read our Candidate Guide and fill the Parliamentary Candidate Pool Declaration and Nomination form which contains a Self assessment tool so they can consider the commitment they would be making.

If the member decides to go ahead with their application, they must be nominated as specified in the Constitution at that time (currently by five members of the party who are current members at the time of nomination and who have been members for a continuous period of six months or more since the date of the previous General Election Nominators must be prepared to act as referees for the nominee.)

Applicants must also complete and submit the Parliamentary Candidate Pool Declaration and Nomination form, together with a current CV and a photograph. Applicants likely to be successful will also be asked to consent to a Police Check.

A bulk nomination by the Party Secretary is likely - applicants are expected to repay the \$300 fee themselves to the party or if agreed with the party they might pay the Electoral Commission directly or make arrangements for fundraising or a payment plan to cover this.

The date for the opening of the Candidate Pool will be publicised widely to all members in advance, with details of how to apply to be in the pool for both Electorate and List Candidates. On occasion the number of Candidate applications may be larger, if so they may undergo a two stage selection process with some potential Candidates being ruled out prior to interview.

Admitting Candidates into the Pool:

The CLRC will work to determine that each candidate has the necessary skills, attributes, knowledge and experience to make a positive contribution to the Animal Justice Party campaign, as well as trying to ensure there are no negative factors that would exclude a potential candidate from the Candidate Pool. This may include requesting a check of membership status or record of volunteer history. Adverse findings may constitute reason to remove a potential Candidate from the list. Aspects of an upheld or dismissed complaint that come to light may also be considered but will be weighed against a person's right to have old records disregarded or reviewed for current importance.

Candidates will be interviewed by members of the CLRC or at the request of CLRC, an Executive Committee Member. Other CLRC members and the Executive Committee may also make further inquiries as to a potential candidate's suitability with any further questions put to the potential candidate going through the initial interview whenever at all possible. Any decision not to take a Candidate will be made in a manner that is fair, transparent and non-discriminatory.

Candidates are the public voice of the Party and may be elected to Parliament. Their character and achievements must bear a high-degree of scrutiny, and they must be suitably prepared in terms of personality and experience to survive the rigor of the campaign and possibly, Parliament. Aspects of a candidate's character and achievements that are important to the campaign strategy include:

- Leadership ability and track-record in motivating and building teams
- Dedication to the aims of the Animal Justice Party shown in actions over time and ability to step out of Activism mode and still communicate the values effectively
- Confidence in communicating with a wide range of people and track record in communications
- Community profile / involvement in community

- Fluency in the Animal Justice Party campaign methodology, strategy and tactics
- Team focus, for example the ability to follow a plan and play their part in a wider effort

The CLRC has at its discretion the ability to modify the level of scrutiny applied to any applicant, and the ability to consider any information that it deems relevant.

In the case of sitting Animal Justice Party members of Parliament the CLRC may use its discretion to modify the level of scrutiny applied before forming a judgment as to their suitability.

The CLRC will make a formal written recommendation to the Executive Committee on the merits of each prospective candidate and whether the person should be admitted to the Candidate Pool. The Executive Committee is not obliged to accept the recommendation of the CLRC and may refer the matter back to the CLRC for further consideration, or make its own inquiries.

The Executive Committee will decide whether to admit a person to the Candidate Pool and will be responsible for notifying the CLRC and the prospective candidate of their decision. If the person is admitted into the Candidate Pool they are then eligible for nomination as an electorate candidate or as a list only candidate.

The CLRC may, jointly with the Executive Committee, remove a candidate from the Candidate Pool if they are found to have violated the party's constitution, the Electoral Act, or the Candidate Selection & List Ranking Procedures at any time. Candidates will be informed of the reasons for removal and have the opportunity to respond, typically before a decision is made, though where the Executive Committee decides action must be taken more quickly to preserve the party reputation, it will act in the best interests of the Party and the decision and opportunity to discuss may take place at the earliest reasonable time, even if this is after the fact.

At the time that potential Candidates are advised they are unsuccessful they will be offered an opportunity to discuss and understand the decision better. This may be a discussion about unsuitability or an offer for further training.

Candidates will be ranked by the CLRC based on criteria that the CLRC finds relevant (including Candidates expressed wishes) as well as any information the Executive Committee has submitted for the CLRC to consider. The list will be submitted to the Executive committee for approval and release. Where possible the ranking will reflect intent to involve the democratically expressed preferences of the members.

Candidates will be offered an opportunity to discuss the reasons for the List ranking decision and may appeal the ranking of themselves to the Dispute Resolution and Complaints Committee (DRCC) who will independently review the decision and any relevant procedures.

Appeals Procedures: The decision of the Executive Committee shall be final, though any member may appeal to the DRCC if they feel the decision is unfair. Prospective candidates may appeal the decision of the Executive Committee if they believe they have been denied natural justice including but not limited to being denied the opportunity to be heard or any allegations of bias or predetermination on the part of the decision maker. A prospective candidate wishing to appeal must write to the DRCC giving reasons why they believe their case should be reviewed.

The CLRC will provide written documentation of the reasons for removal and the process followed to the DRCC for review during the appeal process.

These procedures will include a review of the Application Form, and an interview by a senior member of the Executive Committee or DRCC, as well as due diligence on references provided.

Candidates will be formally admitted to the Pool by email/written confirmation, after a decision by the CLRC and Executive Committee and any rejection upheld through the review process will be documented and a summary review outcome will be provided to the Applicant following best practice for that case.

After the General Election the CLRC may undertake a review of how the Procedures worked and recommend any desired changes to the Executive Committee and updating of documentation if approved.