



Bencher Election Nomination Guide

Thank you for your interest in becoming a candidate for the 2020 Bencher Election. The following information is available to help you better understand the nomination process and your responsibilities and obligations as a candidate.

Candidate Eligibility

Eligibility to stand for election is set out in section 13 of the [Legal Profession Act](#) and Rule 9 of the [Rules of the Law Society of Alberta](#). All candidates will be assessed for each of the noted items upon receipt of a nomination.

Districts

In accordance with the Rules, there are three districts in Alberta. These are set out in Rule 8:

- **Northern District:** That part of Alberta lying north of the 53rd parallel of latitude but excluding the City of Edmonton
- **Central District:** That part of Alberta lying between the 51st and 53rd parallels of latitude but excluding the City of Calgary and the City of Edmonton
- **Southern District:** That part of Alberta lying south of the 51st parallel of latitude but excluding the City of Calgary.

A lawyer is eligible as a candidate in a district if the candidate both “resides in that district and the lawyer’s principal office of practice is located in that district”. (Subrule 9(2)). A lawyer who does not both reside and work in the district will be considered a general candidate for election and be included in the overall pool of candidates. All lawyers eligible for district candidacy will be identified upon confirmation of eligibility.

Nomination

The 2020 Bencher Election nomination process will be conducted entirely online. Nominations will be open August 13, 2020 – September 16, 2020.

All candidates must comply with Rule 10 of the [Rules of the Law Society of Alberta](#) when submitting their nomination.

Additionally, each candidate will be required to collect the certifications of five active lawyers in Alberta to serve as their nominators. The certification process is completed via the [Lawyer Portal](#). Instructions on this process are included below.

Submitting your Nomination

The nomination process is entirely online and is comprised of two parts; completing an online webform at election.lawsociety.ab.ca/submit and completing your nomination application via the Lawyer Portal.

Part One: Complete the webform

To complete the webform, visit the [form page on the Bencher Election website](#) and complete the webform. Each candidate must provide the following information via the online webform:

1. Legal name
2. Preferred name, if different from legal name



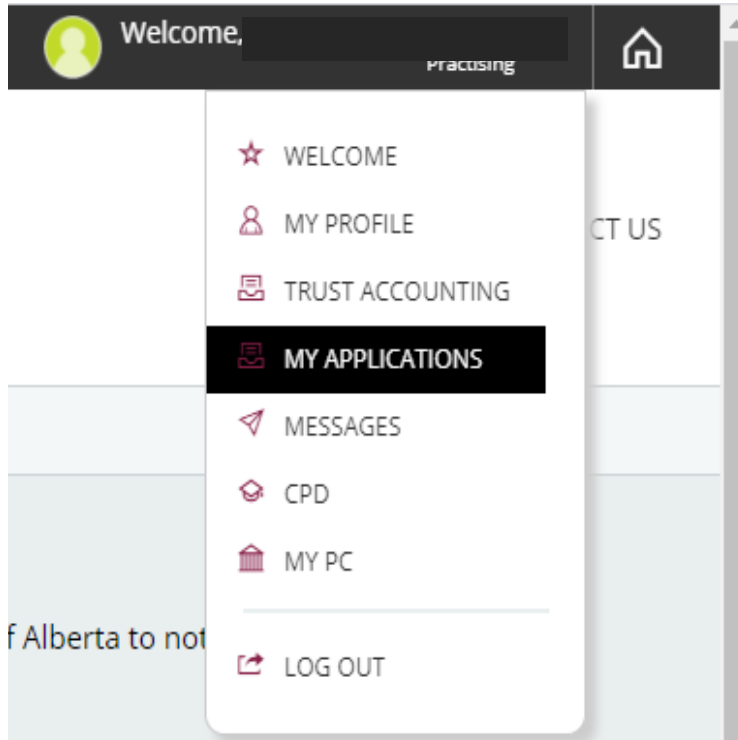
3. Roll number
4. Firm, organization or practice setting name
5. Location of practice
6. Location of residence
7. Year of call
8. Practice area(s)

In addition to the above, the nomination may include a photograph of the candidate and biographical information respecting the candidate, not exceeding 500 words in length.

Part two: Submit your nomination application

To complete your nomination application via the Lawyer Portal, perform the following steps:

1. Log in to the [Lawyer Portal](#). Your Login ID is your Member ID number. If you are unable to remember your password or your password has expired, click on the [Forgot your Password?](#) Link and follow the prompts.
2. After logging in, click on your name in the top right-hand corner of the site and select "MY APPLICATIONS".





3. In the Applications navigation along the left-hand bar, select “BENCHER CANDIDATE”.

The screenshot shows a web interface for the Law Society of Alberta. On the left is a dark navigation bar with three items: 'APPLICATIONS' (highlighted in maroon), 'NON-PRACTISING DISPOSAL', and 'BENCHER CANDIDATE' (highlighted in grey). The main content area has a breadcrumb trail 'MY APPLICATIONS → APPLICATIONS' and a header 'My Applications' with an information icon. Below this is a prompt: 'Select the application you wish to apply for from the dropdown'. A dropdown menu is open, showing 'Application for Lawyer Status: Active In House'. Below the dropdown is the heading 'New Application'. Underneath is a section for 'Current Applications' with a toggle switch set to 'Current' and a 'Show History' link. At the bottom of this section are two buttons: 'Options' and 'Applica'.

4. Enter the last name of your nominator in the NEW NOMINATOR search bar and click LOOKUP. Select their name in the list and click SAVE. Repeat this procedure for all five of your nominators.
5. After all five of your nominators are saved, click the SUBMIT button. After your nomination is validated by all five of your nominators, your nomination will automatically be submitted to the Law Society for review. Once your nomination has been validated against the criteria provided in the Rules of the Law Society of Alberta, you will receive an email from the Law Society with your unique login information for election.lawsociety.ab.ca, where you can populate your candidate page.

NOTE: If you have not received an email, please follow up with your nominators to ensure they have completed their certification by the deadline of September 16. A guide to assist your nominators in completing their certification can be found [here](#).

Nomination Assessment

An assessment will be made to ensure that the nomination information:

1. Shall not contain any statement that:
 - constitutes a campaign promise or similar comment, or
 - is libellous, in breach of the Code of Conduct or in bad taste.
2. The photograph submitted is proper and does not bring the profession into disrepute.

In conducting this assessment, the guidelines below will apply. These guidelines are intended to assist the Chief Executive Officer & Executive Director in the exercise of discretion to determine compliance with Rules 10(2) and (2.1). The decision of the Chief Executive Officer & Executive Director is final.

Guidelines for statements

A statement shall not:

- contain offensive, derogatory, discriminatory or profane language or content;
- be libellous or defamatory;
- contain a campaign promise;
- set out an election platform;
- not breach the Code of Conduct; or,
- not refer to another candidate.

Guidelines for photographs

The only person appearing in a photograph shall be the candidate;

- A candidate shall be appropriately attired;
- Photographs depicting activities are acceptable as long as the activity and/or photograph does not bring the profession into disrepute;
- No alcohol, cannabis or illegal substances shall appear;
- No offensive or profane wording, slogans or images shall appear.

A candidate whose biographical statement or photograph is found to be impermissible may submit a new biographical statement or photograph for assessment.

The Law Society is not responsible for any candidate's failure to meet the publication deadline for any reason and once candidate information is formatted for online publication, no additions, deletions or amendments may be made.