



*Legislative Assembly
of
Prince Edward Island*

GUIDELINES FOR
THE OPERATION
AND
EXPENDITURES
IN
CAUCUS OFFICES

(Approved by the Standing Committee on Legislative Management)

January 23, 2014

General Statement

The primary purpose of caucus offices is to support members in the conduct of their legislative and parliamentary roles. Support services may include research and assistance with development, communication of policy and general administrative support. Caucus offices may also provide assistance in drafting motions, questions for introduction and debate in the Legislature and its committees and the preparation of private members bills.

Caucus Office Grants:

The Standing Committee on Legislative Management requires that a report on Caucus Office grant expenditures be made to the Office of the Legislative Assembly on, or before, May 15th each year.

Caucus Office activities and transactions should be separate and distinct from political party activities, party identity (logos, colours, web pages), events, or transactions and election activities. It is the responsibility of each caucus office to ensure that caucus activities and expenses are restricted to ensure that there is no perception of utilizing caucus office resources for direct political party purposes.

Receipts for expenses incurred by caucus office need not accompany the annual report submitted to the Office of the Legislative Assembly but must be retained by caucus offices

for a period of seven years.

Subject to the restrictions noted above, eligible caucus office grant expenditures include:

- Office supplies
- advertising
- cell phones/telecommunications
- equipment (photocopiers, fax machines, tablets)
- subscriptions
- travel, training and accommodations (in and out of province)
- hosting
- professional and contract services
- donations
- Administration
- printing (not covered by the Office of the Legislative Assembly)
- Other expenses associated with office operations

Caucus Office funding should not be used for:

- 1) expenses of a personal nature
- 2) loan to an individual or to a political party organization
- 3) payments to an individual, association or elected member for anything that is not directly related to caucus activities
- 4) for any of the following purposes:
 - announcements or attendance at party, party constituency association meetings and/or events
 - solicitations for party membership
 - solicitations of contributions, monetary or otherwise, for a political party
 - requests for re-election support including election campaign material
 - the promotion and/or conduct of election nominations or party leadership campaigns
 - the conduct or commissioning of surveys about voting intentions
 - print or electronic media announcements or advertising that is produced or published by an individual that is controlled, or has a direct affiliation with, a registered political party in Prince Edward Island.

Signed:

Charles MacKay
Clerk of the Legislative Assembly