

## THE GUIDANCE FOR ENFORCEMENT OF THE CHARTER OF THE CIVIC UNITY PARTY

### One. Definition of terms

- 1.1. "Member" shall be understood as a whole content stipulated in the fifth provision of the Charter of the Civic Unity Party (further referred as 'Charter').
- 1.2. "Observer member" is the member stipulated in 5.4 and 5.5 of the Charter whose voting rights are suspended for the given calendar year's party meetings, and internal elections due to non-payment of the annual member's fee.
- 1.3. "Taxpayer member" is the member stipulated in 5.6, 5.7 and 5.10 of the Charter, who paid the annual party fee described in 22.1 of the Charter within the deadline of February 1 of each calendar year, or a contributor-member whose contribution was confirmed by financial records of the party, and therefore is entitled to vote in party meetings and internal elections held in the given calendar year.
- 1.4. "Contributor member" shall be understood to be members as stipulated in 5.8 and 5.9 of the Charter who donated within the limit described in 22.3 of the Charter and no more than 20% of the annual expense of soum, horoo branches or aimag, district, capital city chambers of the Party.
- 1.5. "Fund creator member" is the member stipulated in 5.11 of the Charter. The fund creator member is the one who got her/his designated fundraising account registered by the Party Registrar and who paid no more than 1% due from her/his previous year's raised funds to the party account within the deadline mentioned in 22.1 of the Charter therefore is entitled to be listed in the internal party elections and selection surveys that are organized for identifying party candidates for state elections.
- 1.6. "Elective party positions" are the positions that party members elect which include the chairperson of the Party, chairpersons of the branches and chambers, as well as the General Manager of the Party, Party Registrar, members of the Representatives' Chamber, members of the Council of Values, members of the capital city, aimag, district, soum and horoo chambers.
- 1.7. "Political positions" are the positions determined as political positions in the Law of Mongolia on the Civil Service.
- 1.8. "Meeting" is any in person or online, or in-person and online mixed forms of gathering that is announced to elected party members and/or taxpayer members according to the Charter, and where they participated with their entitled rights to vote and where the voting has been conducted.

- 1.9. "Proposal" in Charter shall be understood as an option of choice formulated within the power of the meeting by the responsible body and submitted to voting by the members.

## **Two. The party's e-platform, its content and database, and the procedure of its use.<sup>1</sup>**

### **2.1. The Party website.**

- 2.1.1. According to 1.3.5 of the Charter, the party website shall be located at [www.cup.mn](http://www.cup.mn) and the following information shall be included in it.
- 2.1.2. News and Notices. In this section, public notices and other notices and news releases shall be posted.
- 2.1.3. The number of party members and its breakdown by gender and location.
- 2.1.4. Glass Account of the Party. This shall include the main account number of the party, income, expenditure, balance of the account and the number of taxpayer members continuously updated, and the annual financial consolidated report of the party, election financial report, audit report of the party's finances, the party's accounting policy and standards.
- 2.1.5. Introductions of the Party Chairperson, and the members of the Representatives' Chamber, the Council of Values and the Dispute Resolution Commission.
- 2.1.6. The approved documents such as party charter, bylaws, action programs, orders, decisions, conclusions and recommendations, and document drafts in written, audio, and video forms.
- 2.1.7. The party address including the head-quarters of the party, the address of the branch offices, e-mail address, and the contact persons responsible for heading the offices.
- 2.1.8. The links for downloading the party app.
- 2.1.9. The links to platforms where the information on the party is disseminated.
- 2.1.10. Sections to introduce party candidates to state elections and internal party elections, the candidate's official bios and their official address and fundraising account information.
- 2.1.11. The links to apply and login into the scoring system of the party stipulated in provision 18 of the Charter.
- 2.1.12. The link to enter to the party's management dashboard.
- 2.1.13. The Registrar shall register and record changes of all admins who are entitled to edit the party website.

### **2.2. The Scoring system on party activities**

- 2.2.1. The party admin office and branch offices are responsible for running the scoring system on party activities. The scoring system on the party activities shall be open to the members and shall include the following information;
- 2.2.2. Number of taxpayer members, by each aimag, district, soum and horoo;

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<sup>1</sup> The platform is managed by the General Manager of the party, the Registrar, and the branch managers. A member can freely address to [registrar@cup.mn](mailto:registrar@cup.mn) and [genmanager@cup.mn](mailto:genmanager@cup.mn) to get urgent information during tax paying and internal election months.

- 2.2.3. Number of contributor members, the distribution of donations to each bank account of the party;
- 2.2.4. Number of fund creator members by each aimag, district, soum and horoo;
- 2.2.5. Amount of fund creator member dues, by each fund creator member;
- 2.2.6. Numeric data on the name recognition and evaluation on political and public services of the fund creator members, by local territory and nationally;
- 2.2.7. The link to apply for the fund creator members for annual, seasonal and impromptu surveys and evaluations, and for answering mandatory test questions. In doing so, applicants may proceed to the annual evaluations and surveys after getting 85% and higher result in her/his answers on test questions on the Party Charter, Law on Political Parties, and the Law on the regulation of public and private interests and prevention of conflict of interest in public service. The system shall be set up in a way that the applicant may take the test as many times as he or she needs in order to reach the target result by attempting once in every three days.
- 2.2.8. The links for the party members to vote and comment on the evaluation forms regarding fund creators.
- 2.2.9. The section where the party members can collect continuous scores. This section shall include the menu where the party admin offices may enter data on the members' participation in party activities, meeting attendance, report and recommendation on the particular member by the Council of Values, recommendations by Dispute Resolution Council, Recommendation and conclusions by Internal Audit, number of votes that the member received in internal and state elections;
- 2.2.10. The Registrar shall record and update the names of the admins who have the right to enter the party's scoring system.

### **2.3. "Citizen's Participation" app**

- 2.3.1. The "Citizen's Participation" app (henceforth referred as "the party app") is a tool for the members to enroll to the party, to disseminate and receive public notices, to participate in online meetings, and to vote. The party app shall be run according to the following procedure.
- 2.3.2. A potential new member may download the party app 'Citizen's Participation' from either Play Store or AppStore and sign-up by answering questions in the app. Following the sign up, the new registration will show up on the management dashboard where an admin shall accept the sign-up. Immediately after the acceptance of the sign-up, the member will be considered to have joined the party and an e-certificate of the party with a unique code will be activated at the app of the new member.
- 2.3.3. If the registered person is under the age of 18, or a citizen of a foreign country, this information shall be sent to the party Registrar. The Registrar shall assess the information and if it's proven, then the Registrar shall deactivate the registration of the person within five days.
- 2.3.4. Data created via the party app is to be stored in the management dashboard of the party e-platform and the Party Registrar shall record and update the names of

admins of the dashboard.

#### **2.4. Using open internet platforms for the party activities**

2.4.1. The Party shall have a verified account at social media (Facebook, Twitter, Instagram, LinkedIn, etc.,) And the news releases shown in the party website shall appear on these accounts.

2.4.2. The Party staff members shall be the admins of the social media accounts of the party. The Registrar shall register the names of the social media account admins.

#### **2.5. The Party staff online operation, and telephone communications.**

2.5.1. The party staff registered as the admins of the party website, social media accounts and the party scoring system, shall attend a training on prevention from internet attacks, and shall take measures to protect the account as instructed in the training sessions.

2.5.2. The Party admin offices shall, internally, use cloud-based software and cloud computing services such as Microsoft Teams or/and Google+ etc. The online meetings and training shall be conducted on the system, such as Zoom, where multiple admins can be registered and multiple meetings can be conducted simultaneously. All office and online meetings software that the party uses, shall be licensed.

2.5.3. Any draft documents of the party shall be developed utilizing online software, in shared form, and with the possibility to involve multiple opinions from the members. The Party Admin office is responsible for providing an opportunity for staff members to work on the platform.

2.5.4. The Party's official telephone communications shall be conducted through one channel and all the party secretaries' phone numbers shall be connected to the special phone number 7xxx xxxx. If the party secretaries don't wish to use their private numbers for the party activities, then the Admin Office shall provide a separate phone number to them and will be responsible in covering its expense on purchasing and using the phone. If the Party Admin office buys a special number from multiple operators in order to provide more access to party members, then the last four digits of each phone number shall be the same.

### **Three. Paying the Party Tax, Donations, and registering and update the Party members' status**

#### **3.1. Paying taxes and donations**

3.1.1. Party members may pay their annual taxes in amounts approved by the Representatives' Chamber and only to the main account of the party beginning from January 1 and before 00 hours of February 1 of every calendar year. The comment part of the payment shall contain the 8-digit registration number that appears on the members' party e-ID.

3.1.2. The fund creator members shall pay their annual dues in self-established amounts from their fundraising account to the party's main account from 00 hours of January 1 to 00 hours of February 1 of each calendar year. The self-established due amount shall not exceed 1% of the fundraising of the previous calendar year and the payment comment shall contain the 8-digit number of the member's e-ID and the words "fund creating".

- 3.1.3. Contributor members and the legally eligible non-party donors may transfer the legally permitted amount of donations to the party's main account as well as to any branch's account of the CUP capital city, aimags, districts, soums and horoo branches/chambers. The contributor member shall make the following notices in the comment part of the donation transfer: Citizen's ID registration number, 8-digit number of the party e-ID, and the word 'donation'. Non-party donors i.e., citizens of Mongolia and legal entities shall include the Citizens' ID registration number or the Legal entity registration number and the word 'donation' in the comment line of the transfer.
- 3.1.4. If the donation was received from the legally un-eligible person, or in more amounts than permitted by the laws, the Treasurer of the party. *Unfinished sentence*
- 3.1.5. If two and more members' taxes are paid from the same account, the information on such an income shall be forwarded to the Risk Management Unit of the party by the treasurer for monitoring purposes. The risk management unit shall request an explanation from the member who paid multiple taxes and shall either return the extra amount of money, or shall make sure that the Admin Office enters a warning and notification in the scoring system on the party activities.

## **3.2. Registering and updating the member's status**

- 3.2.1. The finance unit of the party shall send the list of tax payers to the Registrar, and the Registrar shall make the request to the IT officer to update the members' status in the party e-platform. The member's status changed due to tax payment, shall be entered into the party app by the IT officer.
- 3.2.2. Although the member didn't pay the annual tax on due time, if she or he paid donations to the party, then the member shall be registered as the tax-payer member according to the 5.10 of the party charter given that the amount of the donation is more than the amount of the annual tax. If the amount of the donation is equal to or smaller than the annual tax amount, then the member shall be registered as the contributor. The party treasure shall email to the party registrar each time whenever a tax payer member is added after the date of January 31. The registrar shall update the newly added members' status accordingly only on the first 5 days of each month during April 1 to December 1.
- 3.2.3. Following the party's announcement on the taxpayer member numbers on February 15<sup>th</sup>, no member's status shall change within the next two months. The member whose status has changed according to the 3.1.3 of the Guidance is entitled to vote at any meeting, discussion and surveys except the internal elections conducted by the party during the given calendar year.

## **Four. Conducting the Party's Internal Elections**

### **4.1. Eligible organizations to conduct the internal elections**

- 4.1.1 The elections conducted by the eligible party organizations mentioned at 9.2.2, 9.2.4, 9.3, 9.5, 9.6.1, 9.6.2, 9.6.3, 9.6.7, 9.6.11, 10.2.1, 10.2.2, 10.2.3, 10.4.3, **11.2**, 11.8.2, 11.9.1, 11.9.2, and 12.2 of the Party Charter shall be considered as the party's internal elections.
- 4.1.2 The internal elections can be regular and by-elections.
- 4.1.3 The voting for the internal elections shall be conducted online and based on

blockchain technology. Only on occasions where the online technology cannot be used, the paper ballots can be used.

- 4.1.4 The internal election mentioned in 11.2 of the Party Charter shall be conducted by the Election Central Task Force with the collaboration of the soum and horoo Election Primary Task Forces.
- 4.1.5 The votes of the elections mentioned in 9.2.2, 9.2.4 and 9.3 of the Party charter shall be conducted at the Party Convention, and of the elections mentioned in 9.3, 9.5, 9.6.1, 9.6.2, 9.6.3, 9.6.7, 9.6.11 and 12.2 of the party charter shall be conducted at the meeting of the Representatives' Chamber, of the election mentioned in 11.8.2 of the party charter shall be conducted at a meeting of the Capital City Chamber, of the election mentioned in 11.9.1 of the party charter shall be conducted at a meeting of the aimag/district Chambers of the election mentioned in 11.9.2-т of the party charter shall be conducted at a meeting of Capital City, aimag and district Chambers. The Party's Internal Election Central Task Force shall ensure the equal participation of the candidates in the internal competitions of the elections mentioned in this section.
- 4.1.6 The votes of the elections mentioned in 10.2.1, 10.2.2 and 10.2.3 of the Party charter shall be conducted by the All-members' meeting of the soum and horoo branch of the party, and of the elections mentioned in 10.4.3 of the Party charter shall be conducted at the meeting of the Soum/horoo Chamber. The Election primary task force of the soum or horoo shall ensure the equal participation of the candidates in the internal competitions of the elections mentioned in this section.

#### **4.2. The dates of the party's internal elections**

- 4.2.1 All internal elections of the party shall be conducted between March 1 and March 31 of each year according to 16.2 of the Party Charter. The election dates of a given year shall be announced by the Representatives' Chamber during December 1 to December 31 of the previous year, and the dates shall be publicized at the party website's public notice section. The dates of the by-elections can be announced separately given the Representatives' Chamber determine it is necessary.
- 4.2.2 The Representatives' Chamber shall form the Election Central Task Force before January 10 of each year and publicly announce the Chairperson of the Task force.
- 4.2.3 The Election primary task forces of soums and horoos shall be formed by the soum or horoo Chambers before January 25 each year and the members' and chairperson's names of the task forces shall be sent to the Chairperson of the Election Central Task force.
- 4.2.4 The preparation for the internal elections and the registering the names of the candidates for the internal elections shall be conducted within the month of February each year.
- 4.2.5 If the dates of elections mentioned in 9.6.7, 10.2.3 and 11.9.2 of the Party Charter coincides with the dates mentioned in 16.2 of the Charter, then those elections shall be conducted according to the dates of 16.2 of the Charter. If the legally permitted dates are different from the party charter's fixed date, then the dates mentioned in the laws shall be followed.
- 4.2.6 In case the legally permitted dates of the internal elections mentioned in 9.6.7, 10.2.3 and 11.9.2 of the Party Charter don't coincide with the dates mentioned in 16.2 of the Charter, then the Election Task Force of the given internal elections shall be separately formed two months prior-to the given internal elections.

- 4.2.7 If a by-election is announced for three or more vacancies, and the by-election date is more than three months away from the start or end date of the election dates mentioned in 16.2 of the party charter, then the internal Election Task Force shall be formed two months prior to the by-election date. If the by-election was scheduled for three or less vacancies, then the Working group responsible for organizing the meeting of the respective party organization which issued the decision on the by-election, shall act as the Election Task Force and conduct the by-election.
- 4.2.8 No by-election shall be scheduled three months prior the beginning or three months after the end of the duration mentioned in 16.2 of the party charter.

### **4.3. Announcing the internal election, the activities related to it.**

- 4.3.1 Before making decisions in accordance with 4.2.1 of this Guidance, the members of the Representatives' Chamber shall be informed by the Party Admin office of the following:
  - 4.3.1.1 Whether there are vacancies in the elective party positions;
  - 4.3.1.2 Whether there are proposals and approvals made by the majority of the members of the chambers of Capital City, aimags, districts and the All-member meetings of soums and horoos to postpone regular internal elections partially or in whole in connection with the State election;
- 4.3.2 The responsible organizations of the party shall announce the internal elections on the vacant positions and with consideration to the circumstances mentioned in 4.3.1 of this Guidance.
- 4.3.3 In the announcement of the internal elections, the name of vacant positions, number of vacancies, the date of voting, the starting and ending timing of the vote must be included. If there is a requirement on gender, local representation, and social group inclusion in the vacancies, this information must also be included.
- 4.3.4 According to the announcement of the internal elections, the responsible Election Task Force/s shall conduct the following activities:
  - 4.3.4.1 Opening and closing the registration of the candidates, announcing the dates of start and end of the election campaign, and the deadline to withdraw from candidacy. The deadline to withdraw of candidacy shall be one week before the voting day;
  - 4.3.4.2 Prepare an application checklist of candidates in accordance with the party charter, and organize the registration process of the candidates. In doing so, the Task Force shall provide opportunities for the candidates to submit their applications online. In order to reduce the cost of a candidate's campaign, ensure the equal and prompt coordination among the candidates, the Task Force shall mandatorily collect the short bios (online bio), photos, email address, and social media account addresses (Facebook, Twitter, Instagram) of the candidates;
  - 4.3.4.3 To use the party scoring system in registration of the candidates for the elections mentioned in 9.6.7, 10.2.3, 11.9.2 of the charter;
  - 4.3.4.4 To warn the candidates of prohibited actions during campaign, to issue candidates' IDs, and to create the sequence for listing the candidates' names on the ballot;
  - 4.3.4.5 To prepare ballots, to enter the ballot into the voting e-platform five days prior to the voting day, and to deliver special and general public notices to all members with voting rights;

- 4.3.4.6 To prepare and post on the party website the information targeted at members with the rights to vote on the particular elections on how to participate and vote in the internal elections;
- 4.3.4.7 To provide equal campaign platforms for each candidate. To consider the special needs in organizing accessible campaign platforms and to provide additional time for candidates with hearing difficulties so that he or she can use a sign language translator;
- 4.3.4.8 The internal Election Task forces shall not organize a paid platform for a candidates' campaign. However, the Task forces may inform the candidates equally that there are choices of paid services and platforms.
- 4.3.4.9 To conduct voting, to launch early voting up to 72 hours prior to voting day, and to assist the Chair and Counting Committee of the Party meetings where the voting is taking place.
- 4.3.5 A candidate running for an internal elections shall, in addition to the special requirements of the given election, have the following the rights and obligations:
  - 4.3.5.1 To place her or his application after collecting a written endorsement from at least two CUP members at the soum or horoo level, at least 10 CUP members from the aimag and district level, and at least 50 CUP members at the Capital City and nationwide levels. In the written endorsement, the party member shall include the 8-digit number of the member's party e-ID, and such e-ID shall not coincide in endorsements of two or more candidates running in the same election.
  - 4.3.5.2 A member is obliged to fill-in the candidate's application materials truthfully and fully.
  - 4.3.5.3 A member has the right to get scored by the party scoring system and use his/her own scores on party activities in her or his election campaigns.
  - 4.3.5.4 If the fund creator member runs as a candidate, she or he has the right to use her/his collected fund for the internal election campaign.

#### **4.4. Concluding election results and resolving disputes**

- 4.4.1. The result of the election voting shall be concluded by the meeting of the responsible party organization or Election Task Force, and shall be signed by the Chair and the secretary of the meeting.
- 4.4.2. Immediately after the Resolution concluding the election result is approved and signed, the Chairperson who signed the Resolution must announce the results to the public.
- 4.4.3. The results of the voting shall be stored in the party's e-platform.

#### **Five. The integrated calendar of the regular meetings of the party and their agenda**

- 5.1 All meetings that are conducted in accordance with the meetings, agenda, and deadline mentioned in the party charter are considered as regular meetings.
- 5.2 The integrated calendar of the regular meetings shall be as follows, and those responsible for announcing regular meetings and internal elections shall adhere to this general schedule when determining the precise date and agenda of regular meetings therefore ensuring the continuity and connectivity of the party activities.

Dates		Responsible party organization to conduct the regular meeting	Mandatory agenda
month	days		
1	2 - 10	The Representatives' Chamber	Forming the Election Central Task Force. Provision 16.3 and 16.3.1. of the Chapter
	11-25	Aimag, District, Capital city Chamber	Discussing and approving the consolidated financial and activity reports of the aimag, district, capital city chambers. Provision 11.9.5 of the Chapter
	11-25	Soum/horoo Chamber	Forming the Election Primary Task Force of the soum/horoo. Provision 10.4.2 of the Charter.  Discussing and approving the financial and activity reports of the soum/horoo. Provision 10.4.5 of the Charter.
	1-25	Council of Values	Meeting to summarize and make conclusions on the previous year's social, political, and economic situation of the country.
	Last workday of the month	Internal Auditing Committee	Discussion on regular monitoring report on the party finances and activities. Provision 24.1-24.3 of the Chapter.
2	Before 24	The Representatives' Chamber	To elect and fill the vacancies for up-to 30 percent of the Dispute Resolution Commission if the circumstance stipulated in 19.5 of the Charter has occurred. Provision 9.6.11 of the Chapter.
	Last workday of the month	Internal Auditing Committee	Discussion on regular monitoring report on the party finances and activities. Provision 24.1-24.3 of the Chapter.
3	8-18	All members' meeting of soum/horoo branch Soum/horoo Chamber	Internal election voting. Provisions 10.2.1-10.2.2 of the Charter; Provision 10.4.3 of the Charter.
	19-25	Aimag, District, Capital city Chamber	Internal election voting. Provision 11.9.1 of the Charter.
	26-28	The Representatives' Chamber	Internal election voting. Provision 9.6.1 - 9.6.3 of the Charter.

	29-31	The Party Convention	Internal election voting. Provision 9.2.2, 9.2.4 of the Charter. Discussion of the reports of the Representatives' Chamber and the Dispute Resolution Commission.
	1-31	Dispute Resolution Commission	Disputes over internal election shall be prioritized.
<b>4</b>	1-25	Council of Values	Meeting to summarize and draw conclusions on the first quarter's social, political, and economic situation of the country.
	1-30	Dispute Resolution Commission	Disputes over internal elections shall be prioritized.
	Last workday of the month	Internal Auditing Committee	Discussion on the regular monitoring report on the party finances and activities. Provision 24.1-24.3 of the Chapter.
<b>5</b>	1-25	The Representatives' Chamber	Discuss the agenda mentioned in 9.6.6-9.6.8 of the Charter. This date can be changed due to amendments in legislation and political situations.
	Last workday of the month	Internal Auditing Committee	Discussion on regular monitoring report on party finances and activities. Provision 24.1-24.3 of the Chapter.
<b>6</b>	Last workday of the month	Internal Auditing Committee	Discussion on regular monitoring report on party finances and activities. Provision 24.1-24.3 of the Chapter.
<b>7</b>	1-31	The Representatives' Chamber	Discuss the agenda mentioned in 9.6.6 of the Charter. This date can be changed due to amendments in legislation and political situations.
	Last workday of the month	Internal Auditing Committee	Discussion on regular monitoring report on party finances and activities. Provision 24.1-24.3 of the Chapter.
<b>8</b>	1-31	Council of Values	Meeting to summarize and make conclusions on the second quarter's social, political, and economic situation of the country.
	Last workday of the month	Internal Auditing Committee	Discussion on regular monitoring report on the party finances and activities. Provision 24.1-24.3 of the Chapter.
<b>9</b>	1-25	All members' meeting of soum/horoo branch	Discuss the agenda mentioned in 10.2.3-10.2.4 of the Charter. This date can be changed due to amendments in

			the legislation.
	1-25	Aimag, District, Capital City Chamber	Discuss the agenda mentioned in 11.9.2-11.9.3 of the Charter. This date can be changed due to amendments in the legislation.
	Last workday of the month	Internal Auditing Committee	Discussion on regular monitoring report on the party finances and activities. Provision 24.1-24.3 of the Chapter.
<b>10</b>	Last workday of the month	Internal Auditing Committee	Discussion on the regular monitoring report on the party finances and activities. Provision 24.1-24.3 of the Chapter.
<b>11</b>	1-25	Council of Values	Meeting to summarize and make conclusions on the third quarter's social, political, and economic situation of the country.
	Last workday of the month	Internal Auditing Committee	Discussion on regular monitoring report on the party finances and activities. Provision 24.1-24.3 of the Chapter.
<b>12</b>	1-10	The Representatives' Chamber	Approve the budget of the Party, and establish the amount of the annual member's tax, and determine the date of the regular internal elections.
	11-20	Aimag, District, Capital city Chamber	Approve the budget of the aimag, district, and Capital City budget. Provision 11.9.5 of the Charter.
	21-30	Soum/horoo Chamber	Approve the budget of the soum/horoo branch.
	Last workday of the month	Internal Auditing Committee	Discussion on regular monitoring report on the party finances and activities. Provision 24.1-24.3 of the Chapter.

5.3 Although the internal auditing committee shall not convene in March when the internal elections take place, the committee shall discuss its March report on the next month's auditing committee meeting.

**Six. The procedure to conduct meetings, voting, training and dispute resolution activities**

6.1 The person entitled to announce or demand the meetings must sign the decision to convene or demand the meeting and send the decision to the General Manager. The party member who wishes to organize a training and/or gathering should send the schedule of the training or a gathering event to the General Manager. A copy of the decision, demand and requests should be sent to email addresses [genmanager@cup.mn](mailto:genmanager@cup.mn) and [registrar@cup.mn](mailto:registrar@cup.mn).

6.2 A party member shall submit his/her complaint to the Dispute Resolution Commission to the email [auditor1@cup.mn](mailto:auditor1@cup.mn).

- 6.3 In the decision, demand and requests, the agenda and the formulation for voting shall be clearly determined and included in a separate table.
- 6.4 The general manager and the registrar shall take the following actions after receiving the decision, demand and requests mentioned in 6.1 of this Guidance:
- 6.4.1 If the decision, demand and requests on meetings concerns internal election activities, then respond to the announcers to coordinate the meeting with the internal election dates.
  - 6.4.2 To create online meeting/training links within 72 hours on a licensed party online platform and disseminate the link to party members via the party app;
  - 6.4.3 To create a separate meeting for the meeting on the party app by its date, and to activate the voting rights of eligible members for that particular meeting.
  - 6.4.4 To enter the ballot questions and answer choices into the meeting menu as stated in 6.4.3 of this Guidance.
  - 6.4.5 During multiple and simultaneous meetings, to nominate meeting aides who should have voting rights but shall have technical expertise to assist the meetings;
- 6.5 The announcer of the meetings, gatherings and training shall take the following measures after the links are created by responsible party officials:
- 6.5.1 To disseminate the public notices of the meeting to all eligible members with voting rights by means of special notices mentioned in 25.5 of the Party Charter. To have assistance from the respective level party admin offices;
  - 6.5.2 Monitor if the all the eligible members were fully included, if their names are correct, and if the ballots are correctly and fully spelled out in the meeting menu created at the party app, and make sure to correct any mistakes that have occurred;
  - 6.5.3 To register the members with voting rights and observers separately before each meeting commences;
  - 6.5.4 To preside over the launch of the meetings, training and gathering. To seek and accept technical assistance from the party admin office during the meeting and/or events.
  - 6.5.5 Disseminating general and special notices to the members on the meetings of the Dispute Resolution Commission shall be the responsibility of the Dispute Resolution Commission.
- 6.6 All meetings and elections of CUP shall be open.
- 6.7 The quorum of the party meetings shall be according to 25.8 of the Party Charter.

### **Seven. Other provisions**

- 7.1 The relations that are not covered in this Guidance shall be regulated by the Charter of the Civic Unity Party and other bylaws issued based on the Charter.
- 7.2 If the provisions of this Guidance and other bylaws are found to be in conflict, then the party Charter shall be followed.
- 7.3 This Guidance shall be effective from December 1, 2022.

