

**RULES OF MEMBERSHIP
AND PROCEDURE**

FOR THE

LIBERAL PARTY OF CANADA (ONTARIO)

AND ITS CONSTITUENT BODIES

As amended at the LPC(O) Executive Board Meeting of March 25, 2006



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Adoptées par le Conseil exécutif le 29 avril 2000, aux termes des dispositions prévues par l'article V, section 8, alinéa (e) de la Constitution du Parti Libéral du Canada (Ontario).

As amended at the LPC(0) Executive Board Meeting of March 25, 2006

1.0 **DEFINITION**

- 1.1 A Meeting for the purposes of these rules is a General Meeting of the members of a Constituency Association.
- 1.1.1 Where applicable, these Rules shall govern meetings of all constituent bodies of LPC(O) (including the Constituency Associations, OYL, OWLC, APLCO and all clubs recognized by OYL, OWLC or APLCO, and a reference to a Constituency Association shall be deemed to include any such constituent body. Any conflict between these Rules or the LPC(O) Constitution and the Constitution of one or more of the constituent bodies of LPC(O) shall be resolved as follows:
- (a) The LPC(O) Constitution shall prevail over these Rules and over the Constitutions of the Constituency Associations, OYL, OWLC, APLCO and all clubs recognized by OYL, OWLC, or APLCO.
 - (b) These Rules shall prevail over the Constitutions of the Constituency Associations and of all clubs recognized by OYL, OWLC and APLCO.
 - (c) The Constitutions of OYL, OWLC and APLCO shall prevail over these Rules except for those situations where these Rules expressly provide that they prevail over the Constitutions of OYL, OWLC and APLCO.
- 1.2.1 "Common-law partner", with respect to a person at any time, means a person, of the same or opposite sex, who cohabits at that time in a conjugal relationship with the person and has so cohabited with the person for a continuous period of at least one year.
- 1.2.2 A "family" means a group of not more than six people who reside in the same household consisting of:
- (a) in the case of an adult who is unmarried and who is not a common-law partner, that person and the person's children who have reached the age of 14 years and have not reached the age of 19 years, and who are not married and are not common-law partners, and
 - (b) in the case of an adult who is married or is a common-law partner, that person and the person's spouse or common-law partner and the children of either or both of them who have reached the age of 14 years and have not reached the age of 19 years, and who are not married and are not common-law partners.
- 1.2.3 "Child" of an adult includes a person who resides in the same household as the adult, is financially dependent on the adult and is not financially dependent on any person other than the adult, the adult's spouse or the adult's common-law partner provided that the person is:
- (a) the adult's grandchild,
 - (b) the adult's niece or nephew, or
 - (c) a person in the care of the adult pursuant to a custody or guardianship order.
- 1.3 A "member in good standing" for all purposes other than voting shall include out-of-riding members who have not held membership for six (6) months and have otherwise complied with all membership requirements.
- 1.4 A "resident" is one whose ordinary place of residence is within the boundaries of the federal riding in question.

2.0 ELECTION OF DELEGATES OR ALTERNATES, OR THE EXECUTIVE OF A CONSTITUENCY ASSOCIATION OR THE RECONSTITUTING OF A NEW ELECTORAL DISTRICT

- 2.1 Candidates, delegates or alternates and the Executive of a Constituency Association must be nominated or elected at a duly called Meeting.
- 2.2 The Meeting must be chaired by the President of the Liberal Party of Canada (Ontario) [hereafter known as LPC(O)], or his/her designate, who shall clear and determine the date and time of the meeting.
- 2.3 The Meeting chair must follow these Rules, provided that any provisions of a Constituency Association constitution may be applicable to the extent they do not conflict with the provisions of the LPC(O) constitution or with these Rules. It is the duty of the Meeting chair to ensure that Meetings are conducted in a fair, orderly and democratic manner.
- 2.4 The officers of the LPC(O) may declare null and void any meeting , in which the Constituency Association has not adhered to these Rules.

3.0 **MEMBERSHIP REQUIREMENTS**

- 3.1 In addition to other qualifications set out herein a member of an association shall:
- (a) be age fourteen (14) years of age or over
 - (b) be ordinarily resident in Ontario
 - (c) not be a member of any other federal political party within Canada and,
 - (d) not be a member of any other federal constituency association.
- 3.2 (a) (i) Applications for membership in LPC(O) shall be in the form attached hereto as form A-1 and shall only be accepted on forms distributed by LPC(O) for use in Constituency Association or club to which the application relates, and any application for membership in a Constituency Association tendered on a form issued in respect of another Constituency Association or club shall be invalid.
- (ii) Notwithstanding the foregoing, where, pursuant to Article IV.4(b) of the LPC(O) Constitution, the OYL or the OWLC has approved a different form for an application for membership, such applications shall be accepted, subject to any other Rules contained herein and such rules as may be adopted by the OYL or the OWLC for membership applications, as the case may be.
 - (iii) Notwithstanding the foregoing, an individual may apply online for membership in the Constituency Association where he resides by completing the online membership application form at the LPC website or the LPC(O) website provided that the individual pays the applicable membership fee together with such online administration fees as may be charged from time to time by LPC, LPC(O) or the Constituency Association.
- (b) (i) LPC(O) shall distribute membership application forms to each Constituency Association for use by members or new members of that Constituency Association in accordance with the provisions of paragraphs 3.2(b)(i.1) to (i.4) inclusive.
- (b) (i.1) LPC (O) shall issue membership application forms to Constituency Associations in accordance with the following rules:
- (A) On the first business day of April in each calendar year, LPC(O) shall issue each Constituency Association a number of membership application forms equal to 200% of the membership of the Constituency Association for the previous calendar year. Where the number of membership forms otherwise issued would not otherwise be a multiple of fifty (50), the number of membership forms issued shall be rounded up to the next multiple of fifty (50). However, LPC(O) shall issue at least 200 membership application forms and no more than 1,000 membership application forms to each Constituency Association on the first business day of April in each calendar year.
 - (B) In the period (the "Period") commencing on the first business day of April in a calendar year and ending on the last business day of March of the next calendar year, LPC(O) shall, if requested by the Constituency Association, issue additional membership applications to the Constituency Association to replace on a one to one basis membership application forms which have:
 - (I) been issued by LPC(O) to the Constituency Association during the period;
 - (II) have been completed and returned by the Constituency Association; and
 - (III) have not been replaced by LPC(O) during the Period.

- (C) If the persons (the "Specified Persons") entitled to receive membership application forms on, pursuant to paragraph 3.2(b)(1.2), behalf of a Constituency Association cannot agree who should receive membership applications forms from LPC(O) or who shall have possession of those forms, the President of LPC(O) or his/her designate may issue additional membership application forms to the Constituency Association so that each of the Specified Persons has reasonable access to membership application forms
- (b)(i.2) Each of the following persons shall be entitled to receive membership applications on behalf of the Constituency Association:
- (A) The incumbent Liberal MP, if any, who represents the Constituency Association in Parliament.
 - (B) The President of the Constituency Association.
 - (C) The Membership Secretary of the Constituency Association (or where there is no position of Membership Secretary in the Constituency Association, the Secretary of the Constituency Association).
 - (D) Any member of the Constituency Association who is authorized in writing by one of the persons referred to in paragraphs 3.2(b)(i.2)(A) to (C) to obtain membership application forms on behalf of the Constituency Association.
 - (E) Any member of the Constituency Association who is authorized pursuant to a resolution of the Executive Committee of the Constituency Association to obtain membership application forms on behalf of the Constituency Association. The President of LPC(O) or his/her designate may, but need not, accept a document executed by five or more members of the Executive Committee of the Constituency Association as evidence that the resolution has been passed by the Executive Committee of the Constituency Association.
- (b)(i.3) The President of LPC(O) or his/her designate may distribute such quantities of membership applications as he or she may determine to a person who has been issued nomination papers by one of the Ontario Campaign Co-Chairs entitling him or her to seek the Liberal nomination for Parliament in a particular electoral district. However, that person shall use the membership application forms only in respect of the Constituency Association for which he or she is seeking the nomination. The provisions of this paragraph 3.2(b)(i.3) are subject to and shall be deemed to be modified to conform with the Ontario Rules of the Nomination of Candidates, as enacted by the National Campaign Committee of the Liberal Party of Canada and the Ontario Campaign Committee, pursuant to section 14.(6) of the Constitution of the Liberal Party of Canada.
- (b)(i.4) LPC(O) is not required by paragraphs 3.2(b)(i), 3.2(i.1), 3.2(b)(i.2) or 3.2(b)(i.3) to distribute any membership application forms to OYL, OWLC or APLCO. However, LPC(O) shall distribute membership application forms to clubs recognized by OYL, OWLC or APLCO pursuant to those paragraphs.
- (b)(ii) The President of LPC(O) or his/her designate may issue no more than twenty-five (25) membership application forms at a time to an individual in accordance with the provisions of paragraphs 3.2(b)(ii.1) to (ii.6) inclusive.
- (b)(ii.1) The individual shall specify the Constituency Association (the "Designated Constituency Association") where the membership application forms are to be used. The membership application forms may be used only in respect of the Designated Constituency Association and are not valid for any other use.
- (b)(ii.2) LPC(O) shall not issue membership application forms to the individual unless the individual satisfies all of the following conditions:
- (A) The individual shall specify the Constituency Association (the "Designated Constituency Association") where the membership application forms are to be used. The membership application forms may be used only in respect of the Designated Constituency Association and are not valid for any other use.

- (B) The individual has not requested or received any membership application forms pursuant to paragraph 3.2(b)(ii) in respect of a Constituency Association, other than the Designated Constituency Association, at any time during the calendar year in which the individual has requested forms pursuant to paragraph 3.2(b)(ii).
 - (C) The individual pays LPC(O) a fee of one dollar (\$1.00) per form.
- (b)(ii.3) LPC(O) may deliver the membership application forms to the individual either in person or by mail or courier addressed to the individual's home, place of business or place of employment. Any courier must be a bona fide courier carrying on business to the public at large as a commercial courier. LPC(O) shall not deliver the membership application forms to any other person on behalf of the individual or to any address other than the individual's residence or place of business or employment.
- (b)(ii.4) If an individual has previously received membership application forms pursuant to paragraph 3.2(b)(ii), the maximum number of additional membership forms, which LPC(O) may issue to the individual, shall be the number, if any, by which
- (A) Twenty Five (25)
exceeds
 - (B) the number of unexpired membership application forms previously issued to the individual, which have not been returned, together with applicable payment, to LPC(O) or the Constituency Association.
- (b)(ii.5) Within five (5) business days of receiving a request for membership application forms from an individual, LPC(O) shall:
- (A) notify the Designated Constituency Association of the name, address and telephone number of the individual and the number of forms requested; and
 - (B) post the information, described in subparagraph 3.2(b)(ii.5)(A), to the custom report of the Designated Constituency Association on the LPC(O) data server.
- (b)(ii.5.1) Subparagraph 3.2(b)(ii.5)(B) shall not be applicable until LPC(O) has the capability to comply with its requirements. This subparagraph shall be deleted from the Rules of Membership and Procedure on December 31, 2003.
- (b)(ii.6) An individual may submit a duly completed membership application form to the Designated Constituency Association or directly to LPC(O). If the individual submits the duly completed application form for the Designated Constituency Association together with payment of membership fees directly to LPC(O):
- (A) LPC(O) shall verify that the individual complies with the requirements of the LPC Constitution, the LPC(O) Constitution and the Rules of Membership and Procedure for becoming a member of LPC and LPC(O); and
 - (B) If the individual complies with all of the requirements for membership in the Designated Constituency Association, LPC(O) and LPC, the individual shall become a member of the Designated Constituency Association effective as of the date on which LPC(O) receives the duly completed membership form and the payment of applicable fees.
- (b)(iii) For each Constituency Association, the LPC(O) office shall maintain a separate log of forms distributed in accordance with this rule. This log shall be made available for review by any of the people described in Rule 3.2(b)(i.2) or to a bona fide candidate for election as:

- (A) the nominated Liberal Candidate for Parliament, or
 - (B) member of the Constituency Association Executive, in respect of that Constituency Association.
- (b)(iv) Where a new electoral district is to be created as a result of redistribution, and for a period ending 90 days after the founding meeting of the new Constituency Association, forms issued in respect of any existing Constituency Association the boundaries of which overlap the new Constituency Association shall be valid in respect of the new Constituency Association.
- (b)(v) The President of LPC(O) or his/her designate may deliver up to fifty (50) membership application forms as part of a "starter kit" to facilitate the establishment of a club which is intended to be recognized by OYL, OWLC, or APLCO in accordance with the following rules:
- (A) The President of LPC(O) or his/her designate may deliver a "starter kit" to the President of OYL, the President of OWLC or the President of APLCO to establish a specific club serving a specific geographical area, community, university or college. The starter kit shall be used only for that purpose.
 - (B) The President of LPC(O) or his/her designate may distribute a "starter kit" to a person who satisfies the President of LPC(O) or his/her designate that he or she intends to establish and to be an active member of a specific club serving a specific geographical area, community, university or college. The starter kit shall be used only for that purpose.
- (b)(vi) On the first day of April 2002, all membership application forms issued by LPC(O) prior to February 11, 2002 to a Constituency Association and not returned to LPC(O) prior to that date shall become invalid and may no longer be used.
- (b)(vii) On the first day of April 2002, all membership forms issued pursuant to paragraphs 3.2(b)(1.3), 3.2(b)(i.4) and 3.2(b)(v) prior to February 11, 2002, and not returned to LPC(O) prior to that date shall become invalid and may no longer be used.
- (b)(viii) Subparagraphs 3.2(b)(vi), 3.2(b)(vii) and this subparagraph 3.2(b)(viii) shall be deleted from the Rules of Membership and Procedure on June 30, 2002.
- (c) a separate application for membership must be signed by each applicant, including each member of a family. Each application must contain the following:
- (i) family name and given names;
 - (ii) residence address and mailing address if different, and postal code;
 - (iii) home phone number;
 - (iv) birth date if applicant is paying a youth, senior or family fee;
 - (v) fee paid;
 - (vi) signature of applicant and date of signature;
 - (vii) collector's name and signature.
- (c.1) Where an individual applies online for membership in a Constituency Association:
- (i) The use by the individual of his credit card (or the credit card of a person who is entitled to pay for the membership of that person pursuant to paragraph 3.3) to pay his membership fee together with such online administration fees as may be charged from time to time by LPC,

- LPC(O) or the Constituency Association is deemed to be the individual's signature for the purposes of paragraph 3.2(c).
- (ii) For the purposes of Article IV. 1(b) of the LPC(O) Constitution, an individual who completes the procedures required to apply for membership online is deemed to subscribe to and support Liberal political principles in writing according to the LPC(O) Constitution.
 - (iii) For the purposes of Articles IV. 2 and IV. 3 of the LPC(O) Constitution, the Secretary of LPC(O) is deemed to receive the individual's membership fee as soon as the individual has paid his membership with his credit card online.
 - (iv) For the purposes of Articles IV.3 and IV.6 of the LPC(O) Constitution, the Secretary of LPC(O) is deemed to receive the membership application form when LPC(O) receives notice indicating that the membership applicant has completed the online membership application and setting out the information given by the membership applicant in the online membership application.
- 3.2.1 (a) A separate renewal card in the form attached hereto as Form A-1.1 must be signed by each renewing member, including each member of a family. Each renewal card must also contain the date and the prescribed membership fee.
- (b) The provisions prescribed in Article 3.2.1(a) may be waived in the case of pre-authorized chequing programs that provide for automatic membership renewal.
- (c) Notwithstanding paragraph 3.2.1(a), where an individual is a member of the Constituency Association where he resides and that individual is entitled to renew his membership, he may apply to renew his membership online by completing the online membership renewal form at the LPC website or the LPC(O) website. When he applies to renew his membership online, the individual must pay the applicable membership fee together with such online administrative fees as may be charged from time to time by LPC, PLC(O) or the Constituency Association.
- 3.3 Each applicant must pay his or her own fees, or they must be paid on behalf of the applicant by his or her spouse, common-law partner, grandparent, parent, child or grandchild, who resides with the applicant. The applicants payment must accompany the application. Any individual who submits one or more membership application forms, in person at the LPC(O) office, in respect of one or more other persons must sign a document in the form prescribed for this purpose, confirming that the applicants have complied with this provision.
- 3.4 Should an application for membership be rejected, the applicant shall be entitled to a refund of his/her fees from the Constituency Association.
- 3.5 (a) A membership application shall not be accepted in respect of an individual who is not resident in the electoral district, if, at the time of presentation the provisions of Section 8.3 hereof would thereby be contravened. In such cases, the person tendering the application shall be entitled to its return with the accompanying fee, or may request that the application be kept on a waiting list, to be maintained by LPC(O) in respect of that constituency association.
- (b) A constituency association that receives applications which must go onto the waiting list shall forthwith submit the applications and accompanying fees to LPC(O), which shall add the names of the applicants to the waiting list as of the date of receipt by LPC(O).
- (c) Where two or more applications are received by LPC(O) simultaneously, their order of priority for the purposes of the waiting list shall be determined at random.
- (d) Applications shall be accepted from the waiting list in the order received by LPC(O), at such times as it is possible to accept the applications without contravening Rule 8.3.

- (e) On September 30 of each year, LPC(O) shall purge all waiting lists, and return all application forms and fees that have not been accepted to the respective applicants.
 - (f) Where LPC(O) maintains such a waiting list in respect of a constituency association, it shall hold the accompanying membership fees in trust, for remittance to the constituency association upon acceptance of the application, or for return to the applicant if the application is not accepted prior to the 30th day of September next following its submission.
- 3.6 In each calendar year, each Constituency Association shall pay LPC(O) a membership application processing fee equal to one (\$1.00) dollar per member for each member other than the first 500 persons to become members of the Constituency Association during the calendar year. Pursuant to Article IV, Section 5, subclause (b) of the LPC(O) Constitution, the provisions of this section 3.6 are not applicable to OYL Student Clubs.
- 3.7 The minimum and maximum annual membership fee for regular, youth and senior classes of memberships are \$1.00 and \$25.00 respectively.
- 3.8 No Constituency Association shall change the annual membership fee which it charges for a class of membership until one year has elapsed from the effective date of the last change of annual membership fee for that class of membership.
- 3.9 Where any person or any Constituency Association delivers or send to LPC(O) more than twenty-five (25) membership forms at any one time, those forms shall be accompanied by a computer diskette in a format approved by LPC(O) as compatible with its database. The President of LPC(O) or his/ her designate may waive this requirement under exceptional circumstances.
- 3.9.1 Section 3.9 shall not be applicable until LPC(O) has the capacity to comply with its requirements. Constituency Associations shall be given one month's notice in writing of the requirement to comply with this section once the capability is in place.
- 3.10 The provisions of this paragraph 3.10 shall be applicable in respect of a leadership contest. A leadership contest shall be deemed to begin and end on the dates specified in the notice filed by LPC with the Chief Electoral Officer pursuant to subsection 435.04(1) of the Canada Elections Act. The provisions of this paragraph 3.10 are subject to and shall be deemed to be modified to conform with any rules relating to the leadership convention which are enacted pursuant to the LPC Constitution.
- 3.10.1 In this paragraph 3.10, a Leadership Contestant means a person who has been registered as a leadership contestant by the Chief Electoral Officer pursuant to paragraph 435.06(3) of the Canada Elections Act.
- 3.10.2 The Leadership Contestant may give an individual the authority to give notice to LPC(O) for the purposes of this paragraph 3.10. The Leadership Contestant and that person shall be collectively referred to as the "Ontario Organizer".
- 3.10.3 The Ontario Organizer may appoint an individual who is authorized to receive membership application forms on behalf of the Leadership Contestant with respect to a particular Constituency Association. The Ontario Organizer may at any time revoke an individual's appointment as Constituency Organizer and replace that individual with another individual. However, a Constituency Association may not have more than one Constituency Organizer. The same individual may be the Constituency Organizer for more than one Constituency Association.
- 3.10.4 LPC(O) shall maintain a supply of membership application forms ("Leadership Membership Application Forms"). Each Leadership Membership Application form shall be valid only in respect of one Constituency Association and shall expire immediately after the cut off for the Delegate Selection Meetings held in respect of the Leadership Convention.
- 3.10.5 Upon the request of the Constituency Organizer of a Leadership Contestant for a particular Constituency Association, LPC(O) shall provide that Constituency Organizer with 150 Leadership Application Forms which

are valid only in the particular Constituency Association.

- 3.10.6 LPC(O) shall, if requested by the Constituency Organizer of a Leadership Contestant for a particular Constituency Association prior to the cut off, issue additional Leadership Membership Application Forms to replace on a one to one basis Leadership Membership Application Forms which have:
- (I) been issued by LPC(O) to the Constituency Organizer during the period;
 - (II) have been completed and returned by the Constituency Organizer; and
 - (III) have not been previously replaced by LPC(O).
- 3.10.7 The Constituency Organizer shall pay (on behalf of the Leadership Contestant) an administration fee of one dollar (\$1.00) per form at or prior to the delivery by LPC(O) of Leadership Membership Application Forms to the Constituency Organizer pursuant to paragraph 3.10.5 or paragraph 3.10.6.

4.0 CALLING A MEETING

- 4.1 The Meeting must be duly called by the Executive Committee of the Constituency Association, or as otherwise provided herein.
- 4.2 The Executive Committee of the Constituency Association must call the Meeting by a resolution passed by its voting members at an Executive Committee meeting duly called, on proper notice, in accordance with the Constituency Association's constitution and on a reasonable basis.
- 4.3 To ensure the availability of a Meeting chair and to avoid Meeting cancellations, Riding Presidents or their nominee **must** obtain a pre-clearance from LPC(O) of the date of the Meeting. No meeting shall be called or held without the prior consent and approval of the President of LPC(O) or his/her designate. Except with the prior approval of LPC(O) Management Committee, meetings must be held within the boundaries of the Electoral District.
- 4.4 Meetings must be held at a place and time easily accessible to the members and which permit the Meeting to be conducted in an orderly and fair manner and otherwise in accordance with these Rules.
- 4.5 The President of the LPC(O) may direct the Executive Committee of the Constituency Association to call a Meeting, and if the Executive Committee fails to do so, the Management Committee of the LPC(O) shall call the Meeting.

5.0 NOTICE OF A MEETING

- 5.1 Written Notice of the Meeting must be given, in accordance with these Rules, and subject to Rule 4.5. shall be mailed and postmarked (or delivered) not less than fourteen (14) days prior to the date of the Annual or General Meeting of the Association, or a meeting to elect delegates to an Annual General Meeting of LPC(O). In the case of a Meeting to select delegates to a Leadership Convention, written Notice of Meeting shall be mailed and postmarked (or delivered) forty-nine (49) days in advance of such meeting.
- 5.2 Notice must be given to:
- (a) all members in good standing of the Constituency Association;
 - (b) all immediate past members of the Constituency Association;
 - (c) Secretary, LPC(O), 10 St. Mary Street, Suite 205, Toronto, Ontario, M4Y 2T8, who at the same time must be given a copy of the Constituency Association's constitution and membership list.
- 5.3 The notice referred to in Section 5.1 must contain all the particulars required to complete the appropriate form as follows (samples found in the appendix):
- (a) A-1 Membership Form
 - (b) A-2 Annual General Meeting Notice
 - (c) A-4 Delegate Election Meeting Notice
- 5.4 Subject to additional Constituency Association constitutional provisions and the accurate completion of pertinent particulars, notice in accordance with the appropriate Form (see 5.3) will be considered sufficient notice in accordance with section 5.1 of these Rules.
- 5.5 The notice referred to in section 5.1 shall either be mailed by first class post to the most current address in the central membership records of LPC(O), or may be delivered to the addressee, either by leaving it at that same address or by personal delivery to the individual.

6.0 ELIGIBILITY TO VOTE AT A MEETING

- 6.1 To be entitled to vote at a meeting, subject to section 3.1, a resident of the electoral district must be a member in good standing of the Constituency Association 168 hours prior to the scheduled starting time of the Meeting. In the case of a Meeting to elect delegates to a Leadership Convention one must be a member in good standing ninety (90) prior to the scheduled starting time of the Meeting.
- 6.2 To be entitled to vote, subject to section 3.1, a non-resident of the electoral district must be a member in good standing of the Constituency Association six (6) months prior to the scheduled date for which the Meeting was called.
- 6.3.1 During the first 90 days of a calendar year only, an immediate past member is a person who was a member in good standing of the Constituency Association in the previous year. At all other times, no person is an immediate past member.
- 6.3.2 An immediate past member, subject to section 3.1, may vote at the Meeting if he or she renews his or her membership any time up to the scheduled starting time of the Meeting.
- 6.4 If a person is a member of an OYL Student Club on the Cut- Off date for the election of delegates meeting for an LPC or LPC(O) meeting or convention and that membership would otherwise expire on or before the election of delegates meeting, that person shall be entitled to renew his membership at any time up to and including the election of delegates meeting upon presentation of proof that he or she is a student at the university or college associated with the OYL Student Club during the term or semester that includes the election of delegates meeting. Upon renewal of the membership, that person shall be deemed to have been a member of the OYL Student Club continuously from and including the cut off date to and including the election of delegates meeting.

7.0 "CUT-OFF"

- 7.1 A "CUT-OFF" will take place for each Constituency Association 168 hours prior to the scheduled starting time of the Meeting except in the case of a Meeting to elect delegates to a Leadership Convention in which case the "CUT-OFF" will be ninety (90) days prior to the scheduled starting time of the meeting. In the event that a meeting is to be held on Saturday or Sunday or that the "CUT-OFF" would otherwise fall on a holiday or is otherwise inconvenient, the President of LPC(O) or his or her designate may fix a "CUT-OFF" date more than 168 hours prior to the meeting, but no more than 216 hours prior to the meeting.
- 7.2 The President of LPC(O) or his/her designate must be present at the "CUT-OFF" for each Constituency Association to examine the application forms as an impartial person to verify, for the Constituency Association's protection, those persons who will be eligible to vote at the Meeting.
- 7.2.1 An applicant becomes a member when the application form or renewal card is delivered or acknowledged by LPC(O) or by the President of LPC(O) or his or her designate at "CUT-OFF" and otherwise qualifies for membership. LPC(O) or the President or his or her designate shall acknowledge receipt of applications upon delivery and may do so in batches or individually as the circumstances require.
- 7.3 The time and place of the "CUT-OFF" must be specified in the Notice calling the Meeting.
- 7.4 LPC(O) shall prepare two copies of the membership list prior to "Cut-off".
- 7.5 A second list of Immediate Past Members eligible to renew at the Meeting must be prepared providing all the information required for a Membership List.
- 7.6 No name shall be permitted to stand on the lists provided for in sections 7.4 and 7.5 unless the approved membership form for such name is available at "CUT-OFF".
- 7.7 Where any Constituency Association or individual delivers or sends to LPC(O) more than fifty (50) completed membership application forms at any time, the Constituency Association or individual shall also deliver or send together with the completed application forms:
- (a) a hard copy alphabetized list,
 - (b) a disk (supplied by LPC(O)) with all fields completed.
- The President of LPC(O) and his/her designate may charge a fee of \$1.00 per completed membership application form to any Constituency Association or individual who does not comply with the provisions of this section 7.7. However, pursuant to Article IV, Section 5, subclause (b) of the LPC(O) Constitution, no fee shall be charged to OYL Student Clubs.
- 7.8
- (a) LPC(O) shall within thirty (30) days of the meeting, provide to the Constituency Association copies of all applications for membership submitted at "CUT-OFF".
 - (b) Copies of the Constituency Association membership list and of all other lists of members submitted at "CUT-OFF" shall be provided to declared candidates for executive positions or their agents who provide written authorization, and who pay the cost of reproducing all such lists received.
- 7.8.1 If any member of the Constituency Association or any other interested party wishes to challenge any individual's right to vote, he or she must do so at least three (3) days prior to the Meeting. No challenge received after the limit set out in this section shall be accepted.
- 7.8.2 Such challenges shall be made in writing setting out reasons for the challenges to the Returning Officer, or if the Returning Officer has not been appointed, to the President of LPC(O) or his or her designate who shall decide whether the individual is eligible to vote at the Meeting.

- 7.8.3 Notice of the challenge with accompanying reasons must be hand delivered to the Returning Officer.
- 7.8.4 The Returning Officer or the President of LPC(O) as the case may be shall decide at the time of delivery of the challenge whether in the circumstances it is practical to notify the challenged member or members and this decision shall be final.
- 7.8.5 The decision of the Returning Officer or the President of LPC(O) or his or her designate on the individual's right to vote may be appealed to a Board of Arbitration in accordance with Section 10 of these rules.
- 7.8.6 In the case of an appeal to the Board of Arbitration by an individual applicant with respect to his or her own membership the Chairman of the Arbitration committee shall have the discretion to waive the \$750 deposit.

8.0 PREPARATION FOR A MEETING

- 8.1 Subject to Section 8.3 and 3.2, applicants for membership who have properly tendered applications accompanied by the prescribed dues shall forthwith be placed on the membership list of the Constituency Association whether or not such applicant meets the requirements for eligibility to vote at the Meeting. The Constituency Association must not refuse to provide or unduly delay or obstruct the provision of an application form or membership card to a member or a prospective member.
- 8.2 A member is in good standing when his or her annual membership dues have been paid, has submitted an application for membership for the calendar year in accordance with these Rules or has submitted an application to renew his membership for the calendar year in accordance with these Rules, receipt of which has been acknowledged by LPC(O) or the President or his or her designate, and otherwise complies in all respects with the Constitution of LPC(O) and of the Constituency Association to which he or she has applied for membership
- 8.3 At least ninety percent (90%) of the riding associations membership or such higher percentage as the Constituency Association's constitution may provide, must reside within the electoral district at the time of the last application or renewal of his or her membership. Provided that all non-resident members who continuously maintain their status as members or immediate past members shall be permitted to remain as members of the Constituency Association with full voting rights, notwithstanding that the percentage of non-resident members exceeds the permitted percentage but no further non-resident members shall be admitted to the Constituency Association until the percentage of non-resident members has dropped to below the permitted percentage level.
- 8.4 Any formally declared candidate for a position on a Constituency Association Executive, or that candidate's agent may, upon written request, be entitled, within 48 hours of the submission of the request, to photocopies of the following:
- (a) the Constitution of the Constituency Association;
 - (b) the Constitution of LPC(O);
 - (c) these rules;
 - (d) the membership list to the extent that it is practical for it to be produced;
 - (e) any list provided under section 6.5, 6.7, 6.8

on payment of a fee not to exceed 20 cents per page. Such written request must be submitted to the Secretary of LPC(O), 10 St. Mary Street, Suite 205, Toronto, Ontario, M4Y 1P9. With respect to items 'd' and 'e', these shall be provided by either the Secretary LPC(O) or the Riding Association as directed by the Secretary of LPC(O).

9.0 CONDUCT OF A MEETING

- 9.1 The Returning Officer shall ensure that each person wishing to vote at a meeting is properly identified before a ballot is issued to that person.
- 9.1.1 The Returning Officer or his or her designate shall request the following items of information from each person before a ballot is issued to the person:
- (a) Photographic identification proving the identity of the person.
 - (b) One piece of identification identifying the residential address of the person. This item should match the address found on the membership application form unless the person can establish that he or she moved after completing the membership application form. This identification may be the same identification produced by the person in 9.1.1(a)
- 9.1.2 The Returning Officer or his or her designate may also ask the person to sign his or her signature in the presence of the Returning Officer, which signature will then be compared by the Returning Officer with the signature on the application for membership of such person. The Returning Officer may make such further enquiries as he or she may consider appropriate, and will then make a final ruling whether or not such person is entitled to vote.
- 9.1.3 The Returning Officer has discretion to rule that a person who does not have photographic identification or proof of address is eligible to vote.
- 9.1.4 The Returning Officer will retain sole discretion on the question of eligibility to vote at a Meeting.
- 9.2 The Chairperson may require the Meeting to be delayed, adjourned, postponed or moved to another location within the electoral district or may require any alteration of the physical arrangement of the Meeting location as he or she may see fit in order to comply with the provisions of these Rules or to conduct an orderly and fair meeting. A change of location must be determined and communicated by the LPC(O) to all persons present at "CUT-OFF" within 72 hours of the "CUT-OFF".
- 9.3 The Meeting shall be called to order at the scheduled starting time. The Chairperson may extend the time for acceptance of renewals if in his or her sole discretion it is expedient and in the best interests of the LPC(O) and not unfair to any candidate to do so. Any person standing or waiting in line at the time so prescribed by the Chairman shall not be denied the opportunity to renew.
- 9.4 The President of LPC(O) or his or her nominee shall appoint the Returning Officer and Deputy Returning Officers who shall act at the direction of the Returning Officer and Chairperson. The Chairperson may appoint a Secretary and a timer for the Meeting.
- 9.5 The Rules set out in the appropriate Script attached shall apply and shall be read aloud by the Chairperson.
- 9.6 Each nominator and seconder must be a member in good standing of the Constituency Association.
- 9.7 Each nominee must be present in person, or have provided his or her written and signed consent to nomination to the meeting chairman at the time of being nominated at the meeting.
- 9.8 Each nominee may appoint scrutineers to be present at the taking and counting of the ballots equal to the number of Deputy Returning Officers. The scrutineers may not hinder or interfere with the voting procedure and shall comply with all directions of the Returning Officer.
- 9.9 If a person has nominated or seconded a nominee, the next nomination shall be made by another person unless, in the opinion of the Chairperson, no other person signifies an intention at that time to nominate another individual. (i.e. slates will not be entertained)
- 9.10 When in the opinion of the Chair, no further nominations are proposed, nominations shall then be closed on a

motion from the floor. The Chairperson shall then advise the meeting of any nominee having been elected by acclamation.

- 9.11 Each person eligible to vote may cast only one ballot and only after nominations have been closed.
- 9.11.1 No proxy ballots are allowed, provided that a voter who is present and unable to complete his or her ballot by virtue of handicap or otherwise may approve a nominee to complete his or her ballot personally.
- 9.11.2 Each ballot must bear the name of a different nominee for each position eligible to be elected. Fewer names on the ballot than the number of positions to be elected in the case of Vice President, directors or delegates, more names on the ballot than the number of positions to be elected (acclaimed nominees excepted), the presence of a nominee's name more than once on the ballot, or the presence on the ballot of a name other than that of a nominee shall invalidate the portion of the ballot for that position.
- 9.11.3 Spelling errors on a ballot shall not invalidate the ballot provided, if in the opinion of the Returning Officer, the nominee can be identified with reasonable certainty. Any name on a ballot which cannot be identified with reasonable certainty shall invalidate the whole ballot.
- 9.12 If more than one nomination has been received for each position to be filled, a secret ballot shall be taken. When all persons entitled to vote appear to have voted, or appear to be in line to vote, the Chairperson shall inquire whether all have voted who wish to do so. If there is no response, the Chairperson shall declare the polls closed, however, all scrutineers who are eligible to vote, and members who are in line to vote at the time the Chairperson declares the polls closed shall be entitled to vote. Notwithstanding the foregoing, the Chairperson, in his or her sole discretion, may declare that the polls will remain open until a fixed time. Once having done so, the Chairperson shall not, under any circumstances, declare the polls closed until that time has passed.
- 9.13 One ballot shall be cast for all positions. Those receiving the highest number of valid ballots cast for each position shall be elected.
- NOTE: In the case of a Meeting to elect delegates, Article XII, Section 3, Subsection m, of the LPC(O) Constitution must be complied with.
- 9.14 The Returning Officer and the Deputy Returning Officers shall collect the ballots and seal ballot boxes. The ballot boxes shall be conveyed to a separate, private place and counted by the Deputy Returning Officers under the direction of the Returning Officer. The Returning Officer shall determine the result of the vote and report in writing to the Chairperson.
- 9.15 A member eligible to vote who inadvertently or otherwise has marked his or her ballot and wishes to correct the ballot before casting his or her vote, may be given a new ballot by the Returning Officer in exchange for the old marked ballot. The old marked ballot shall be immediately destroyed by the Returning Officer personally without ascertaining or revealing its contents.
- 9.16 In the event of any tie for any nominee's position the Chairperson shall break such tie with a coin toss.
- 9.17 The Chair shall announce the number of ballots cast, the number of ballots ruled invalid, and the name(s) of the successful nominee(s). Otherwise the results of the voting shall not be disclosed.
- 9.18 With the unanimous resolution from the floor, the Chair shall cause all ballots to be destroyed, and if unanimously passed such ballots shall be destroyed and not re-examined notwithstanding any subsequent objection and further, provided that if there be any objection from a member eligible to vote all ballots shall be kept secured and sealed by the Chairperson until turned over by him or her to the LPC(O). The Chair shall report in writing to the LPC(O) the result of the election together with particulars of any actual or alleged objections or irregularities.
- 9.19 The Chairperson has authority to rule on all matters other than matters dealt with in Section 9.1 pertaining to the provisions herein or to the holding of the election. The Chairperson may be asked to reconsider or modify any

ruling or earlier direction but he or she may decide to do so with or without explanation and without further or other appeal from the floor during the Meeting.

- 9.20 No person may vote in more than one Constituency Association's federal delegate election Meeting in a single calendar year.
- 9.21 In the case of a delegate election Meeting, the Returning Officer shall also prepare a record of the number of votes cast for each nominee, whether such nominee is a woman and/or youth, and shall have such record certified by the Chair, who shall forward such record to the Secretary of LPC(O). Failure to comply with this requirement may result in the meeting being declared invalid.
- 9.22 The Chair shall report to LPC(O) the result of the election together with written particulars of any actual or alleged objections or irregularities, as well as particulars of any ruling concerning the eligibility of delegates or alternates or members. It is desirable that the Chair obtain names of individuals who have knowledge of any irregularity and statements from them detailing such information.

10.0 BOARD OF ARBITRATION

10.1 The LPC(O) Executive Committee shall appoint a Chair of the Arbitration Committee. After Consultation with the Chair, the Executive Committee of LPC(O) shall appoint a Permanent Committee consisting of no less than ten (10) members and having due regard to regional representation. Boards of Arbitration shall be comprised of three members drawn from the Permanent Committee by the Chair of the Arbitration Committee or if necessary appointed ad hoc for a particular arbitration. The Board of Arbitration shall decide, in a fair and equitable manner, disputes arising with respect to:

- (a) election of delegates and officers;
- (b) admission of members;
- (c) general meeting; and
- (d) any other matter referred to it by the Executive Committee or Management Committee of LPC(O)

in any riding Association or constituent body of LPC(O) in the Province. Decisions of a Board of Arbitration may be given orally but all decisions shall be reduced to writing with reasons provided. Any party to the arbitration who disputes the decision of the Board of Arbitration may appeal the decision to the LPC(O) Executive Committee.

10.2 A Board of Arbitration may begin to exercise its authority only after receipt of a written Statement of Complaint with full particulars which must be filed within 72 hours of the event from which the complaint arose, or from which the complaining party may reasonably have become aware of such event. The 72 hour time period may be extended, at the discretion of the Board of Arbitration.

10.3 In addition to the written Statement of Complaint, a payment of \$750.00 by certified cheque, cash or money order is payable as a deposit to the LIBERAL PARTY OF CANADA (ONTARIO). The Board of Arbitration will decide in a fair and equitable manner as to the disposition of the deposit or any parts thereof and shall provide reasons for so doing.

10.4 Such Statement of Complaint and deposit shall be delivered to the President, Liberal Party of Canada (Ontario), 10 St. Mary Street, Suite 205, Toronto, Ontario, M4Y 2T8.

10.5 On an appeal from a decision of the Board of Arbitration to the Executive Committee a further \$750.00 fee shall be payable and it shall be treated in the same manner as the arbitration fee in all respects.

10.6 The Board of Arbitration shall be subject to the following rules:

10.7.1 A meeting of the Board of Arbitration will be convened to hear the Statement of Complaint in a manner deemed to be appropriate and expeditious.

10.7.2 Written notice (including a copy of the Statement of Complaint) must be given by the Secretary of LPC(O) to all parties concerned, of the date, time and place of such arbitration. Unless impractical, notice shall be at least forty-eight (48) hours. All parties shall include the President of the Region, the President of the Riding, the Meeting Chair, the Secretary of LPC(O), all candidates seeking office thereat and the complainant, and such persons who may have requested in writing to receive notice. Failure to give notice or adequate notice shall not invalidate the decision of a Board of Arbitration.

10.8 All parties receiving notice in the dispute shall be entitled to attend with or without legal counsel as they may wish, however, if legal counsel is present - only one of the party and the counsel may ask questions. The Board of Arbitration and LPC(O) shall have the right to appoint counsel for themselves or such other parties as they see fit.

10.9 Subject to Section 10.17 all parties receiving notice and such others as may be allowed by the Chair of the

Board, shall have an opportunity to be heard, and to offer such evidence as may be relevant.

- 10.10 The Board of Arbitration shall advise each and every party appearing before it and the LPC(O) Executive Committee of its decision in writing. All such decisions shall contain reasons for the finding.
- 10.11 All such hearings of such Boards of Arbitration shall be held in the riding where the dispute arises, or at such place as the Board of Arbitration may decide having regard to the convenience of all parties concerned.
- 10.12 In the event that members of the Board of Arbitration are members of the riding association they shall not participate in the decision with respect to that riding.
- 10.13 In no case shall a member of the Board of Arbitration be a member of the Executive Committee of the LPC(O).
- 10.14 The Board of Arbitration should electronically record the hearing. Such electronic recording shall be forwarded to LPC(O) to be used in the event of an appeal.
- 10.15 After the receipt of the Statement of Complaint there shall be an opportunity provided for an opposing party to enter a Statement of Response at least five (5) business days before the hearing date. This time period may be abrogated by the Board of Arbitration where the circumstances require it.
- 10.16 A party complaining or disputing shall forward his or her complaint in writing as a "Statement of Complaint" pursuant to Section 10.2 and Section 10.3 herein, to the President of the riding, the regional President and the Secretary of LPC(O). The "Statement of Complaint" should list the names and addresses of all interested parties.
- 10.17 The Statement of Complaint and the Statement of Response referred to in the above section shall provide concise but explicit summations of the cases of the parties involved.
- 10.18 It will be within the power of the Board of Arbitration upon examination of these documents to elect not to hold a hearing and dismiss the complaint on the grounds that it is frivolous and an abuse of process. Such a decision shall be made in writing with reasons and provided to the complainant within forty-eight (48) hours. Such a decision may be appealed to the Executive Committee of LPC(O).
- 10.19 The Board of Arbitration in issuing its written decision shall set out the substance of the opposing arguments. It shall forward its decision, the Statement of Complaint, the Statement of Response and such exhibits if any to the Secretary of LPC(O) in the event that an appeal is held.
- 10.20 If any person affected by a decision of the Board of Arbitration wishes to appeal that decision, that person may apply to do so by delivering a written notice setting out particulars of the appeal and a copy of the decision of the Board of Arbitration along with a deposit. The deposit, as set from time to time by the Executive Committee, is payable to the LPC(O) in the form of a certified cheque, cash or money order. The 72 hour time limit may be extended at the discretion of the President and the Chair of the Arbitration Committee of the LPC(O). With the written consent of the President and Chair of the Arbitration Committee of the LPC(O), an appeal may be made from the decision of the Board of Arbitration to the Executive Committee or its designates. The President and Chair of the Arbitration Committee of the LPC(O) shall decide whether the request for appeal merits an arbitration and shall render a decision with reasons within forty-eight (48) hours.
- 10.21 The Executive Committee shall be required when hearing an appeal to consider the decision, the Statement of Complaint, the Statement of Reply. In its discretion the Executive Committee may review such portions of the electronic transcriptions that are available, and such written and oral submissions as may be presented by the appellant or other interested parties. The Executive Committee shall not hear matters of fact but shall only determine if the Constitution and Rules have been properly interpreted and applied by the Board of Arbitration.
- 10.22 At the discretion of the President of LPC(O) and in the event of an emergency, or serious time constraint, the Executive Committee's appellate powers shall be delegated to a Committee of the Executive Committee made up of the President of LPC(O) and the four (4) Regional Presidents.

- 10.23 The minimum time for giving notice, (and the form of notice), or a Statement of Response as set out in Section 10.15 and Section 10.19 herein may be abridged by the Arbitration Board or Executive Committee, as the case may be, when exceptional circumstances arise in relation to the timing or other requirements of a prospective General Meeting, annual meeting of LPC(O) or any national convention of the Liberal Party of Canada.
- 10.24 From time to time the Management Committee of LPC(O) may issue bulletins to explain any of the rules herein contained.

11.0 NORTHERN ONTARIO DUAL MEETINGS

- 11.1 Rules 11.2 to 11.4 shall only apply to delegate selection meetings for the following Constituency Associations:
- (a) Algoma
 - (b) Cochrane-Superior
 - (c) Kenora-Rainy River
 - (d) Parry Sound-Muskoka
 - (e) Timiskaming-French River
 - (f) Timmins-Chapleau
- 11.2 By majority vote of the Constituency Association Executive, any of the Constituency Associations referred to in Rule 11.1 may elect to hold a delegate selection meeting in two (2) locations within the Riding. The locations for both the Cut-off Meetings and the Delegate Selection meetings shall be specified in the motion authorizing the dual meeting, and shall be subject to approval and relocation (if necessary) in accordance with Rules 4.3 and 9.2. The two locations shall be sufficiently distant from one another so that there is no realistic possibility that an individual could be in attendance at both meetings.
- 11.3
- (a) Except as expressly described in this Rule 11.3, the procedure for cut-off at such dual meetings shall be in accordance with the ordinary procedure for cut-off at any regular meeting, as set out in these Rules.
 - (b) The Cut-off Meetings shall be held simultaneously at each of the 2 locations specified in the motion authorizing the dual meeting.
 - (c) The Returning Officer shall preside at one of the Cut-off Meetings, and shall appoint an Assistant Returning Officer to preside at the other. The Assistant Returning Officer shall be entitled to exercise all the powers of the Returning Officer, at the meeting over which he or she presides.
 - (d) Copies of the lists required by Rules 7.4 to 7.5 shall be prepared and provided at each of the two Cut-off Meetings.
 - (e) Subject to all of the usual requirements and limitations, an applicant whose membership application is submitted at either of the two Cut-off Meetings shall be accepted as eligible to vote at a delegate selection meeting.
 - (f) The Assistant Returning Officer shall deliver or fax the lists of new members, renewals and challenges as received at the meeting, to the Returning Officer as soon as possible following the conclusion of the Cut-off Meeting, and in no event later than 24 hours thereafter.
 - (g) The Returning Officer shall amalgamate the lists prepared at the two meetings, and shall determine from them the final list of those eligible to vote or renew at the Delegate Selection Meeting. The Returning Officer shall provide copies of that list to the Assistant Returning Officer, the Constituency Association, and to all candidates or their agents in accordance with Rule 7.7.b as soon as possible after the Cut-off Meeting occurs.
- 11.4
- (a) Except as expressly described in this Rule 11.4, the procedure for the conduct of such dual meetings shall be in accordance with the ordinary procedure for the conduct of any regular meeting, as set out in these Rules.
 - (b) The two Delegate Selection Meetings shall be held simultaneously at each of the 2 locations specified in the motion authorizing the dual meeting. One of the meetings shall be presided over by a Chairperson

appointed by the President of LPC(O), and that Chairperson shall appoint an Assistant Chairperson who shall preside at the other. The Assistant Chairperson shall be entitled to exercise all of the powers of the Chairperson at the meeting over which he or she presides.

- (c) At each meeting, nominees shall be nominated and seconded in the usual manner, by a nominator and seconder who are present at that meeting.
- (d) Prior to the close of nominations at either meeting, a telephone or fax exchange of information shall be conducted between the Returning Officer and the Assistant Returning Officer to determine that the names of all nominees have been duly recorded by each of them, and that there is no one else seeking nomination at either location.
- (e) The Chairperson and Assistant Chairperson shall then declare nominations closed at each of their respective locations, and shall announce the full list of nominees from both locations whose names are to stand on the ballot.
- (f) Each nominee may attend and speak at the meeting of his or her choice, and may appoint a representative to speak at the other meeting on his or her behalf.
- (g) Balloting shall commence and close simultaneously at each of the two locations, and the Chairperson and Assistant Chairperson shall confer by telephone to ensure that this rule is complied with.
- (h) The result of the balloting shall be tallied by the Returning Officer and the Assistant Returning Officer at each location. The Assistant Returning Officer shall communicate the results at his or her location to the Returning Officer who shall then make the final determination of those elected as delegates and alternates.
- (i) The Returning Officer shall then inform the Assistant Returning Officer of the final result. The Chairperson and Assistant Chairperson shall then announce the results at their respective meetings.
- (j) Elected delegates and alternates shall be requested to fill in their Credentials Forms before leaving their respective meetings. Two complete sets of forms shall therefore be supplied for the riding. One full set shall be available at each meeting, and the unused forms shall be returned forthwith to LPC(O).
- (k) In the event that there is an objection to the destruction of ballots at either meeting, all of the ballots from both meetings shall be retained by the Returning Officer.

12.0 **REDISTRIBUTION**

- 12.1 Unless the context otherwise specifies or requires:
- (a) “Component Electoral District” means any former Federal Electoral District whose boundaries are included in a new Federal Electoral District, and “Component Constituency Association” has a corresponding meaning.
 - (b) “Effective Date” means the date on which new Electoral District boundaries would become effective pursuant to the Electoral Boundaries Adjustment Act, R.S.C. 1985, Chapter E-3 or any successor legislation, were Parliament to be dissolved on or after that date.
 - (c) “New Electoral District” means a Federal Electoral District as constituted by the Electoral Boundaries Adjustment Act, R.S.C. 1985, Chapter E-3 or any successor legislation, and “New Constituency Association” has a corresponding meaning.
 - (d) “Population” means the population figures published by the Chief Electoral Officer
 - (e) “Redistribution” means the altering of boundaries of any Federal Electoral District, but is deemed to have taken place only with respect to those Federal Electoral Districts the boundaries of which are altered.
 - (f) “Reference Date” means the date selected by the LPC(O) Management Committee for the purpose of this Rule 12. The Reference Date shall be no later than 60 days prior to the Effective Date.
- 12.2 The President of LPC(O) shall, upon consultation with the presidents of each of the Component Constituency Associations, call and have conducted a Founding Meeting of a Constituency Association for the New Electoral District. All such meetings shall be held no later than 30 days prior to the Effective Date.
- 12.3 Fourteen days notice in Form A-4 shall be given to each member and to each immediate past member of the Constituency Associations of the Component Electoral Districts resident in the New Electoral District. Members and immediate past members may obtain a copy of the draft constitution of the New Constituency Association upon request from the Secretary of LPC(O).
- 12.4 Expenses incurred by LPC(O) in giving notice of or in conducting a Founding Meeting may be charged by LPC(O) to the New Constituency Association.
- 12.5 Subject to Rule 12.16, the following rules shall apply to the transfer of memberships from Component Constituency Associations to New Constituency Associations:
- (a) Unless a member of a Component Constituency Association has elected pursuant to Part II of Form A-4, his or her membership shall be transferred to the New Constituency Association for the New Electoral District in which he or she is resident.
 - (b) If a member of a Component Constituency Association elects in writing, pursuant to Part II of Form A-4, his or her membership shall be transferred as a non-resident membership to a New Constituency Association he or she wishes to join, provided the boundaries of the New Electoral District overlap the boundaries of the Component Electoral District where such person is a member. In order to be so transferred, Part II of Form A-4 shall have been filed with the secretary of LPC(O) prior both to the Founding Meeting of the New Constituency Association for the New Electoral District in which the member resides and the Founding Meeting of the New Constituency Association he or she wishes to join.
 - (c) The member may file Part II of Form A-4 by facsimile transmission, email or any other means specified in Form A-4.

- 12.6 Any member of a Component Constituency Association whose membership has been transferred to a New Constituency Association shall be deemed to have been a member of the New Constituency Association during the time that he or she was a member of the Component Constituency Association.
- 12.7 Any member whose membership has been transferred as a non-resident membership of a New Constituency Association shall be deemed to be a non-resident member who has complied with the requirements of Articles XII.4.(d) and (d)(i) of the LPC(O) Constitution up to the time of the redistribution. The member shall be entitled to remain a member of the New Constituency Association as long as the membership is renewed each year.
- 12.8 An immediate past member of a Component Constituency Association may renew his or her membership prior to the start of the Founding Meeting of the New Constituency Association. Upon such renewal, his or her membership shall be transferred to the New Constituency Association provided that his or her membership is not transferred to another New Constituency Association pursuant to Rule 12.5 or Rule 12.6.
- 12.9 The assets of a Component Constituency Association shall be transferred to a New Constituency Association in the proportion that the Population of that part of the Component Electoral District which forms part of the New Electoral District bears to the total Population of the Component Electoral District. The assets shall be transferred at the earliest date permitted by applicable law.
- 12.10 The New Constituency Association shall assume liabilities of the Component Constituency Association in the proportion that the Population of that part of the Component Electoral District which forms part of the New Electoral District bears to the total Population of the Component Electoral District.
- 12.11 (a) For the purpose of facilitating the determination of assets and liabilities for the purpose of Rule 12.9 and Rule 12.10, each Component Constituency Association shall prepare a financial statement setting out the assets and liabilities of the Component Constituency Association as of the last day (the "Financial Statement Date") of the month immediately preceding the Reference Date. The Component Constituency Association shall deliver the financial statement to the President of LPC(O) no later than the Reference Date or such other date as may be specified for the delivery of the financial statement by the LPC(O) Management Committee. This Rule 12.11(a) does not relieve Component Constituency Associations from their obligation to transfer assets received after the Financial Statement Date and does not relieve New Constituency Associations from their obligation to assume liabilities incurred by Component Constituency Associations after the Financial Statement Date. The LPC(O) Management Committee may require Component Constituency Associations to prepare financial statements for periods ending after the Financial Statement Date.
- (b) Each financial statement shall be supported by a statutory declaration of the Treasurer or President attesting to its completeness and correctness. Each financial statement shall disclose all funds of the Component Constituency Association which, in the past ten years, have been paid into a trust fund of any nature, or for the purpose of establishing such a fund, as well as the names and addresses of the Trustees and a statement as to the declared purpose of the trust.
- (c) In the event that a dispute arises as to the validity of any financial statement, a Board of Arbitration may direct that an audited Financial Statement be prepared at the joint expense of the parties to the dispute.
- (d) A New Constituency Association may reach an agreement (the "Redistribution Agreement") with its Component Constituency Associations regarding the transfer of assets and the assumption of liabilities. A Redistribution agreement may:
- (i) override the provisions of Rule 12.9 and Rule 12.10;
 - (ii) provide for the transfer of assets received or the assumption of liabilities incurred by Component Constituency Associations after the Financial Statement Date;
 - (iii) provide for the incurring of and payment of certain pre writ election expenses or other expenses by one or more Component Constituency Associations at the request of a New Constituency

Association.

A Redistribution Agreement shall not be valid and binding until it is submitted in writing to LPC(O) and approved by LPC(O) Management Committee.

- (e) If the Redistribution Agreement is negotiated after the Founding Meeting of the New Constituency Association, the executive of the New Constituency Association shall negotiate and execute the Redistribution Agreement on behalf of the New Constituency Association.
- (f) If Rule 12.11 is not applicable, the Management Committee of LPC(O) shall designate the persons who are authorized to negotiate and execute a Redistribution Agreement on behalf of the New Constituency Association.

12.12 The following provisions shall be incorporated into the constitution of all New Constituency Associations:

- (a) This Association shall assume all liabilities required to be assumed by it pursuant to the LPC(O) Constitution and Rules of Membership and Procedure relating to Redistribution as defined therein.
- (b) The provisions of the LPC(O) Constitution and Rules of Membership and Procedure relating to Redistribution apply to this Association. This Association shall be dissolved and its assets and liabilities distributed in accordance with the LPC(O) Constitution and Rules of Procedure relating to redistribution.

12.13 The Component Constituency Association is dissolved once all of its assets have been transferred to one or more New Constituency Associations in accordance with these Rules and applicable law. Until that time the Component Constituency Association continues to exist and is subject to the LPC(O) Constitution and the LPC(O) Rules of Membership and Procedure.

12.14 In the event that:

- (a) a by-election is held prior to the next general election after the Founding Meeting of the New Constituency Association, or
- (b) a Parliament is dissolved and a General Election is called subsequent to the first Founding Meeting in Ontario but prior to the Effective Date,

The Ontario Campaign Chair or Co-Chairs shall have the authority to enact such directives as he, she or they may consider to be required to conduct the election or by-election effectively on the Component Electoral District boundaries.

12.15 Notwithstanding the foregoing, where at least 85% of the Population of a New Electoral District was resident in a particular Component Electoral District and at least 85% of the Population of the particular Component Electoral District was resident in the New Electoral District, no founding meeting shall be held in respect of that New Electoral District. In such cases:

- (a) The particular Component Constituency Association for that Component Electoral District shall continue and shall become the New Constituency Association for that New Electoral District,
- (b) No transfer of assets or liabilities shall take place between the particular Component Constituency Association and any other New Constituency Association,
- (c) LPC(O) shall give notice (the "LPC(O) Notice") to every person who would otherwise become a non-resident member of a New Constituency Association pursuant to Rule 12.16(d) advising that person of the options available to him or her pursuant to Rule 12.16(d).
- (d) Unless a member of the particular Component Constituency Association has elected otherwise, his or her membership shall be transferred to the New Constituency Association. If the member is not resident in

the New Electoral District, his or her membership shall be transferred as a non-resident membership to the New Constituency Association. The member may elect to become a resident member of the New Constituency Association in which he or she resides by notifying the Secretary of LPC(O) of that election within 14 days of the date of the LPC(O) Notice referred to in Rule 12.16(c). The person may notify the Secretary of LPC(O) by facsimile transmission, email or any other means specified in the LPC(O) Notice.

- (e) Rules 12.6, 12.7, 12.8, and 12.12 shall apply in any event, with necessary modifications.
 - (f) An Annual General Meeting of the New Constituency Association shall take place within 15 months of the last annual meeting of the particular Component Constituency Association.
 - (g) LPC(O) shall notify the Presidents of all Component Constituency Associations the boundaries of which overlap the affected New Electoral District, that this Rule applies, no later than 60 days after it receives from the Chief Electoral Officer the population figures required in order to determine the applicability of the Rule.
- 12.16 (a) Any Component Constituency Association or New Constituency Association may request that a dispute arising out of the application of this Rule 12 be referred to a Board of Arbitration for determination, and the adoption of this Rule by the Executive Committee shall be deemed to be a referral to the Arbitration Board of the matter in dispute pursuant to Article VI.13.(b)(ii) of the LPC(O) Constitution.
- (b) Notwithstanding the foregoing, no decision of the LPC(O) Management Committee pursuant to Rule 12.14 shall be referred to a Board of Arbitration in accordance with this Rule.
 - (c) Where a statement of complaint requesting an arbitration under this Rule is received more than 72 hours after the event at issue, the Board of Arbitration shall extend the 72 hour time limit, unless it is satisfied either that there has been undue delay on the part of the Complainant, or that another party has been substantially prejudiced by the delay.
 - (d) No deposit shall be required from a Constituency Association requesting that an arbitration be held under this Rule.
- 12.17 On the Reference Date LPC(O) shall purge all waiting lists maintained pursuant to Rule 3.5 and shall return all application forms and fees that have not been accepted to the respective applicants. Waiting lists shall not be maintained pursuant to Rule 3.5 during the redistribution period.
- 12.18 The LPC(O) Management Committee may make the rules:
- (a) determining whether the presidents of the Component Constituency Association or the presidents of the New Constituency Associations are entitled to notice of and to attend LPC(O) Executive Board meetings held during the period of time commencing with the Reference Date and ending with the date of dissolution of the Component Constituency Association; and
 - (b) determining whether the Component Constituency Associations or the New Constituency Associations are responsible for the payment of allocations to LPC(O).

APPENDIX A – FORMS

FORM A-1

MEMBERSHIP APPLICATION FORM

Membership forms must be obtained from the Secretary of LPC(O) or his or her designate.

FORM A-2

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given of a meeting of the _____ Federal Liberal Association to elect officers to the executive of this electoral district.

YOU MUST BRING IDENTIFICATION TO THE MEETING.

DATE OF MEETING:

STARTING TIME:

MUNICIPAL ADDRESS:

Those Qualified to Vote:

1.
 - (a) Residents of the electoral district who are members seven (7) days (168 hours) prior to the starting time of the meeting.
 - (b) Non-residents of the electoral district who are members six (6) months prior to the date of the meeting and otherwise comply with the residency requirements of this association.
 - (c) Residents of the electoral district who are eligible to renew* and who renew their membership prior to the starting time of the meeting;
 - (d) Non-residents of the electoral district who are eligible to renew* and who renew their membership prior to the starting time of the meeting, so long as they were members or immediate past members six (6) months prior to the date of the meeting and otherwise comply with the membership requirements of this association.
2. Provided that all individuals referred to in paragraph one (1) are:
 - (a) fourteen years (14) of age or over;
 - (b) ordinarily resident in Canada;
 - (c) not a member of any other federal political party in Canada;
 - (d) not a member of any other federal constituency association.

Other Information:

1. Annual membership dues : _____ (minimum \$10/individual; \$5 youth/senior)
2. Maximum non-resident members: _____ (not to exceed 10 %).
3. A member must sign his or her own membership application and pay the prescribed membership fee as provided for by the LPC(O) Constitution and the Constitution of this Association.
4. A "cut-off" meeting will take place to determine those eligible to vote at the General Meeting on _____ at _____ .
5. Officers are to be elected to the following positions:

For further information contact:

President:
Telephone:
Address:

Membership secretary:

* RENEWAL - members have only ninety days preceding the expiry of their membership to renew; after that date they will be considered NEW members.

FORM A-3

NOTICE OF ANNUAL GENERAL MEETING & DELEGATE ELECTION TO LPC(O) AGM

NOTICE is hereby given of a meeting of the _____ Federal Liberal Association to elect officers to the executive of this electoral district and delegates to the LPC(O) Annual Meeting.

YOU MUST BRING IDENTIFICATION TO THE MEETING.

DATE OF MEETING:

STARTING TIME:

MUNICIPAL ADDRESS:

Those Qualified to Vote:

1.
 - (a) Residents of the electoral district who are members seven (7) days (168 hours) prior to the starting time of the meeting.
 - (b) Non-residents of the electoral district who are members six (6) months prior to the date of the meeting and otherwise comply with the residency requirements of this association.
 - (c) Residents of the electoral district who are eligible to renew* and who renew their membership prior to the starting time of the meeting;
 - (d) Non-residents of the electoral district who are eligible to renew* and who renew their membership prior to the starting time of the meeting, so long as they were members or immediate past members six (6) months prior to the date of the meeting and otherwise comply with the membership requirements of this association.
2. Provided that all individuals referred to in paragraph one (1) are:
 - (a) fourteen years (14) of age or over;
 - (b) ordinarily resident in Canada;
 - (c) not a member of any other federal political party in Canada;
 - (d) not a member of any other federal constituency association.

Other Information:

1. Annual membership dues : _____ (minimum \$10/individual; \$5 youth/senior)
2. Maximum non-resident members: _____ (not to exceed 10 %).
3. A member must sign his or her own membership application and pay the prescribed membership fee as provided for by the LPC(O) Constitution and the Constitution of this Association.
4. A "cut-off" meeting will take place to determine those eligible to vote at the General Meeting on _____ at _____ .
5. Officers are to be elected to this executive and eighteen delegates will be elected to attend the LPC(O) Annual General Meeting: of the eighteen delegates four shall be men and four shall be women over the age of twenty-five, and four shall be youth (fourteen years of age or over and under the age of twenty-six) two of whom shall be male and two female.
6. The LPC(O) Annual General Meeting will take place on _____ .

For further information contact:

President:

Membership secretary:

Telephone:

Address:

* RENEWAL - members have only ninety days preceding the expiry of their membership to renew; after that date they will be considered NEW members.

FORM A-4

NOTICE OF DELEGATE ELECTION TO LPC(O) AGM

NOTICE is hereby given of a meeting of the _____ Federal Liberal Association to elect delegates to the LPC(O) Annual Meeting.

YOU MUST BRING IDENTIFICATION TO THE MEETING.

DATE OF MEETING:

STARTING TIME:

MUNICIPAL ADDRESS:

Those Qualified to Vote:

1. (a) Residents of the electoral district who are members seven (7) days (168 hours) prior to the starting time of the meeting.
 - (b) Non-residents of the electoral district who are members six (6) months prior to the date of the meeting and otherwise comply with the residency requirements of this association.
 - (c) Residents of the electoral district who are eligible to renew* and who renew their membership prior to the starting time of the meeting;
 - (d) Non-residents of the electoral district who are eligible to renew* and who renew their membership prior to the starting time of the meeting, so long as they were members or immediate past members six (6) months prior to the date of the meeting and otherwise comply with the membership requirements of this association.
2. Provided that all individuals referred to in paragraph one (1) are:
 - (a) fourteen years (14) of age or over;
 - (b) ordinarily resident in Canada;
 - (c) not a member of any other federal political party in Canada;
 - (d) not a member of any other federal constituency association.

Other Information:

1. Annual membership dues : _____ (minimum \$10/individual; \$5 youth/senior)
2. Maximum non-resident members: _____ (not to exceed 10 %).
3. A member must sign his or her own membership application and pay the prescribed membership fee as provided for by the LPC(O) Constitution and the Constitution of this Association.
4. A "cut-off" meeting will take place to determine those eligible to vote at the General Meeting on _____ at _____ .
5. Eighteen delegates will be elected to attend the LPC(O) Annual General Meeting: of the eighteen delegates four shall be men and four shall be women over the age of twenty-five, and four shall be youth (fourteen years of age or over and under the age of twenty-six) two of whom shall be male and two female.
6. The LPC(O) Annual General Meeting will take place on _____ .

For further information contact:

President:
Telephone:
Address:

Membership secretary:

* RENEWAL - members have only ninety days preceding the expiry of their membership to renew; after that date they will be considered NEW members.

FORM A-5

NATIONAL DELEGATE ELECTION MEETING

NOTICE is hereby given of a meeting of the _____ Federal Liberal Association to elect delegates to the Liberal Party of Canada Biennial Convention.

YOU MUST BRING IDENTIFICATION TO THE MEETING.

DATE OF MEETING:

STARTING TIME:

MUNICIPAL ADDRESS:

Those Qualified to Vote:

1.
 - (a) Residents of the electoral district who are members seven (7) days (168 hours) prior to the starting time of the meeting.
 - (b) Non-residents of the electoral district who are members six (6) months prior to the date of the meeting and otherwise comply with the residency requirements of this association.
 - (c) Residents of the electoral district who are eligible to renew* and who renew their membership prior to the starting time of the meeting;
 - (d) Non-residents of the electoral district who are eligible to renew* and who renew their membership prior to the starting time of the meeting, so long as they were members or immediate past members six (6) months prior to the date of the meeting and otherwise comply with the membership requirements of this association.
2. Provided that all individuals referred to in paragraph one (1) are:
 - (a) fourteen years (14) of age or over;
 - (b) ordinarily resident in Canada;
 - (c) not a member of any other federal political party in Canada;
 - (d) not a member of any other federal constituency association.

Other Information:

1. Annual membership dues : _____ (minimum \$10/individual; \$5 youth/senior)
2. Maximum non-resident members: _____ (not to exceed 10 %).
3. A member must sign his or her own membership application and pay the prescribed membership fee as provided for by the LPC(O) Constitution and the Constitution of this Association.
4. A "cut-off" meeting will take place to determine those eligible to vote at the General Meeting on _____ at _____.
5. There are twelve delegates to be elected to the National Biennial Convention from each constituency Association, four of whom shall be men, four of whom shall be women, and four of whom shall be youths (fourteen years of age or over and under the age of twenty-six) and two of those four shall be female and two shall be male.
6. The Convention will take place on _____ at _____.

For further information contact:

President:

Membership secretary:

Telephone:

Address:

* RENEWAL - members have only ninety days preceding the expiry of their membership to renew; after that date they will be considered NEW members.

FORM A-6

NOTICE OF FOUNDING MEETING

NOTICE is hereby given of the founding meeting to establish the _____ Federal Liberal Association, adopt a Constitution and elect officers to the executive of this New Constituency Association.

YOU MUST BRING IDENTIFICATION TO THE MEETING.

DATE OF MEETING:

STARTING TIME:

MUNICIPAL ADDRESS:

Those Qualified to Vote:

1.
 - (a) Residents of the electoral district who are members seven (7) days (168 hours) prior to the starting time of the meeting.
 - (b) Non-residents of the electoral district who are members six (6) months prior to the date of the meeting and otherwise comply with the residency requirements of this association.
 - (c) Residents of the electoral district who are eligible to renew* and who renew their membership prior to the starting time of the meeting;
 - (d) Non-residents of the electoral district who are eligible to renew* and who renew their membership prior to the starting time of the meeting, so long as they were members or immediate past members six (6) months prior to the date of the meeting and otherwise comply with the membership requirements of this association.
2. Provided that all individuals referred to in paragraph one (1) are:
 - (a) fourteen years (14) of age or over;
 - (b) ordinarily resident in Canada;
 - (c) not a member of any other federal political party in Canada;
 - (d) not a member of any other federal constituency association.

Other Information:

1. Annual membership dues : _____ (minimum \$10/individual; \$5 youth/senior)
2. Maximum non-resident members: _____ (not to exceed 10 %).
3. A member must sign his or her own membership application and pay the prescribed membership fee as provided for by the LPC(O) Constitution and the Constitution of this Association.
4. A "cut-off" meeting will take place to determine those eligible to vote at the General Meeting on _____ at _____ .
5. Officers are to be elected to those following positions as set forth in the enclosed draft Constitution, or such other positions as may be established at the meeting.

For further information contact one of the following (Presidents of the Component Constituency associations):

* RENEWAL - members have only ninety days preceding the expiry of their membership to renew; after that date they will be considered NEW members.

FORM A-7

REQUEST FOR TRANSFER OF MEMBERSHIP TO A NEW ELECTORAL DISTRICT

TO: Secretary, Liberal Party of Canada (Ontario)
10 rue St. Mary Street, Suite 205
Toronto, Ontario
M4Y 1P9

I am a member of the Constituency Association for the federal electoral district of _____ ,
which is a Component Electoral district* of the NEW ELECTORAL DISTRICT of _____

I elect to have my membership transferred, as a non-resident membership, to the Federal Liberal Association for
the NEW ELECTORAL DISTRICT.

DATED THIS _____ DAY OF _____, _____.

Member's Signature

* "Component Electoral District" of a New Electoral District means an electoral district as constituted immediately prior to redistribution, and part of which forms a part of the New Electoral District.

APPENDIX B – SCRIPTS

SCRIPT B-1

SCRIPT FOR THE CHAIR OF AN ANNUAL GENERAL MEETING

(Do not read out portions in Brackets)

(Ensure there is someone filling in the Secretary's/Chair Check Sheet and Record of Motions)

Ladies and Gentlemen, my name is _____ and I call to ORDER the _____ (Name of Riding) Annual Meeting.

For the purpose of voting at this meeting, membership renewals and payment of membership fees will no longer be accepted. Anyone eligible to renew their membership and now standing in line to do so may still renew. There can only be immediate past members, ie. those eligible to renew, between January 1 and March 31. At any other time of the year there are no members eligible to renew.

I am pleased to be here this evening (or this afternoon) and congratulate you on the organization of your meeting. I bring greetings from _____, President of the Liberal Party of Canada (Ontario), and the rest of the table officers.

The names of members who are eligible to vote at tonight's meeting are on a list which is in the possession of the Returning Officer. The eligibility of members to vote was determined by an LPC(O) official at the Cut-off 168 hours prior to this evening's meeting in accordance with the LPC(O) constitution.

The Rules of Procedure for the election of your new officers are:

- a) In order to be nominated the candidate must be a member in good standing of the Constituency Association and must either be present or have submitted written consent to stand for the position.
- b) Each nominator shall give his/her name and may speak in support of the nominee for _____ minutes for the position of President, Executive Vice-President, Secretary or Treasurer and for _____ minutes for the position of Director/Vice-President.
- c) The seconder shall give his/her name and shall not speak.
- d) Nominees will be called in reverse order of nomination and may speak for _____ minutes for the position of President, Executive Vice-President, Secretary or Treasurer, and for _____ minutes for the position of Director/Vice President.
- e) If a nominee is withdrawing, he/she must do so without making a speech and shall not withdraw in favour of any nominee.
- f) _____ has been appointed Returning Officer for tonight's proceedings, and a number of Deputy Returning Officers have also been appointed to assist.
- g) Each nominee may appoint one (1) scrutineer for each voting station.
- h) One ballot shall be cast for all positions. The person or persons receiving the highest number of valid votes cast for each position shall be elected.
- i) The Chairperson shall announce the number of ballots cast, the number of ballots ruled invalid and the names of the successful candidates. Otherwise, the results of the voting shall not be disclosed.

(Suggested speaking times: President, Executive Vice-President, Secretary, Treasurer

Nominator - 2 minutes

Nominee - 3 minutes

Directors, Vice-Presidents, etc.
Nominator - 1 minute
Nominee - 2 minutes)

(Ask for nominations for positions as set out in the Riding Constitution.)

I will now call for the nominations for the position of _____. (Usually start with the President)

(Use the Secretary's/Chair Check Sheet to record that the nominee is both nominated and seconded, and that the nominee is given the opportunity to speak. The Secretary will record the names of the nominees, nominators and seconders, and will check these against the membership list to ensure that all are members in good standing of the association.)

(An official shall list the names on a blackboard or flip chart as they are nominated. Appoint a person to list the names before you take the chair.)

(After each nomination is seconded, ask for further nominations. When there is no response to the call for further nominations, repeat the question twice.)

May I have a motion to close nominations?

May I have a Secunder?

All in favour?

All opposed?

I declare that nominations are closed.

I will now call upon each nominee to speak.

(Call upon nominees in reverse order of nomination)

The following are instructions for balloting:

- a) a single ballot shall be issued to each member entitled to vote;
- b) no proxy ballots are allowed;
- c) a voter has the option of voting for one or all of the positions being contested, but if voting for the position of vice-president or director, you must vote for the required number. More than one name for the position, or fewer than the required names for the position of vice-president or director, shall invalidate the ballots for that position only.
- d) spelling errors will not invalidate a ballot provided that, in the opinion of the Returning officer, the nominee can be identified with reasonable certainty;
- e) any name on a ballot which cannot be so identified shall invalidate the ballot, but for that position only.

Are there any questions?

Scrutineers for the nominees please report to the Returning Officer.

Please proceed to (Balloting Location) to receive, mark and cast your ballot.

(NOTE: all ballots must be initialled, prior to the voting, by the Chairperson/or Returning Officer.)

(At the request of the Returning Officer, the Chair will announce that there are ten (10) minutes to the close of balloting. This announcement shall be repeated when two (2) minutes remain. When time has expired balloting is now closed.)

(When the Returning Officer has provided the Chair with the results of the voting, the Chair will announce the successful candidates.)

Is there any objection to the destruction of the ballots?

(IF no one objects:)

Since there is no objection, I declare that the ballots be destroyed.

(IF there is an objection)

Since there is an objection may I have a motion to destroy the ballots?

May I have a seconder?

(non-debatable)

All in favour?

All opposed?

(IF the motion is not unanimous, ensure that at least one of the objectors is a voting member of the riding association, record his or her name.)

Since the motion is not unanimous, the ballots will not be destroyed.

(Introduce the new President, and turn over the meeting to him/her.)

SCRIPT B-2

SCRIPT FOR THE CHAIR OF A MEETING FOR THE ELECTION OF DELEGATES TO THE LPC(O) ANNUAL GENERAL MEETING

(Do not read out portions in brackets)

(Ensure there is someone filling in the Secretary's /Chair Check Sheet and Record of Motions)

Ladies and Gentleman, my name is _____ and I call to ORDER the _____(Name of Riding) Delegate Election Meeting.

For the purpose of voting at this meeting, Membership renewals and payment of membership fees will no longer be accepted. Anyone eligible to renew and now standing in line to do so may still renew. There can only be immediate past members, ie. those eligible to renew, between January 1 and March 31. At any other time of the year there are no members eligible to renew, and therefore no immediate past members.

I am pleased to be here this evening (or this afternoon), and congratulate you on the organization of your meeting. I bring greetings from _____, President of the Liberal Party of Canada (Ontario), and the rest of the table officers.

The names of members who are eligible to vote at tonight's meeting are on a list which is in the possession of the Returning Officer.

The Rules of Procedure for the election of your delegates are:

- a) In order to be nominated, the candidate must be a member in good standing of the Constituency Association and must either be present or have submitted written consent to stand for the position.
- b) Each nominator shall give only his/her name and may speak in support of the nominee for one (1) minute.
- c) The seconder shall give his/her name and shall not speak.
- d) Nominees will be called in reverse order of nomination and may speak for two (2) minutes.
- e) If a nominee wishes to withdraw, he/she must do so without speaking in favour of any other nominee.
- f) _____ has been appointed Returning Officer and a number of Deputy Returning Officer/Officers have also been appointed to assist him/her.
- g) Each nominee may appoint one (1) scrutineer for each voting station.
- h) One ballot shall be cast for all positions. The persons receiving the highest number of valid votes shall be delegates up to the required number and the persons receiving the next highest valid number of votes shall be alternates, up to the required number, provided that the requirement of the LPC(O) Constitution, Article VII(3)(b) for the election of at least four (4) youth, four (4) women over the age of twenty-five, and four (4) men over the age of twenty-five are complied with.

NOTE: Ontario Young Liberal Clubs are entitled to elect (4) youth delegates in those ridings for which a club is duly constituted and recognized, otherwise, they are selected at the General Meeting.

- i) The Chairperson shall announce the number of ballots cast, the number of ballots ruled invalid and the names of the successful candidates. Otherwise, the results of the voting and the number of votes cast for each candidate shall not be disclosed.

I will now call for nominations for the position of delegate to the Liberal Party of Canada (Ontario) Annual General Meeting: to be held in _____ (location) for _____ (year); delegate fee \$_____ regular, \$_____ youth & senior.

(Use the Secretary's/Chair Check Sheet to record that the nominee is both nominated and seconded, and that the nominee is given the opportunity to speak. The secretary will record the names of the nominees, nominators and seconders, and will check these against the membership list to ensure that all are members in good standing of the Association.)

(An official shall list the names of nominees on a blackboard or flip chart as they are nominated. Appoint a person to list the names before you take the chair.)

(After each nomination is seconded, ask for further nominations. When there is no response to the call for further nominations, repeat the question twice.)

May I have a motion to close nominations?

May I have a seconder?

All in favour?

All opposed?

I declare that nominations are closed.

I will now call upon each nominee to speak, in reverse order of nomination.

The following are the instructions for balloting:

- a) A single ballot shall be issued to each member entitled to vote;
- b) No proxy ballots are allowed;
- c) The ballot must be completed with different names of duly nominated candidates for each available position. Voters need not concern themselves with the number of men, women or youth for whom they cast their vote;
- d) Spelling errors will not invalidate a ballot provided that, in the opinion of the Returning Officer, the nominee can be identified with reasonable certainty;

Are there any questions?

Scrutineers for the nominees please report to the Returning Officer.

Please proceed to (balloting location) to receive, mark and cast your ballot.

(All ballots must be initialled, prior to voting, by the Chair and/or the Returning Officer.)

(At the request of the Returning Officer, the Chair will announce that there are ten (10) minutes left to the close of balloting. This announcement should be repeated when two (2) minutes remain, and when time has expired.)

Balloting is now closed.

(The four women with the most votes are delegates, the four youth with the most votes are delegates; [where the youth delegates are not selected by a youth club]; the four men with the most votes are delegates, the people with the next highest number of votes are delegates to the required number of delegates.)

(All others are alternates, to the required number, listed according to the number of votes received, up to the maximum.)

Is there any objection to the destruction of ballots?

(If no one objects:)

Since there is no objection, I declare that the ballots be destroyed.

(If there is an objection)

Since there is an objection, may I have a motion to destroy the ballots?

May I have a seconder?

(non-debatable)

All in favour?

All opposed?

(If the motion is not unanimous, ensure that at least one (1) of the objectors is a voting member of the association and record his/her name.)

Since the motion is not unanimous the ballots will not be destroyed.

(The Chairperson will bring to LPC(O) the list of delegates and alternates with the addresses and phone numbers. If there has been a vote, ballots and tally sheets can be returned to LPC(O) where they will be destroyed.)

Will all the delegates and alternates elected please approach the secretary to complete the required forms?

Thank you for your co-operation.

SCRIPT B-4

SCRIPT FOR AMENDING THE CONSTITUTION **AT A GENERAL MEETING OF A CONSTITUENCY ASSOCIATION**

(Do not read out portions in brackets.)

(Ensure there is someone filling in the Secretary's/Chair Check Sheet and Record of Motions.)

10.0 **Ladies and Gentlemen**, my name is _____ and I call to ORDER the
_____ (Name of Riding) Annual Meeting.

For the purpose of voting at this meeting, Membership renewals and payment of membership fees will no longer be accepted. Anyone eligible to renew their membership and now standing in line to do so may still renew.

11.0 I am pleased to be here this evening (or this afternoon) and congratulate you on the organization of your meeting. I bring greetings from _____, President of the Liberal Party of Canada (Ontario), and the rest of the table officers.

12.0 The names of members who are eligible to vote at tonight's meeting are on a list which is in the possession of the Returning Officer. Those members who have renewed their membership this evening are being added to the list now. The eligibility of members to vote or renew their membership was determined by an LPC(O) official at the Cut-off 168 hours prior to this evening's meeting in accordance with the LPC(O) constitution.

Are there any proposed amendments?

May I have a seconder?

Any discussion?

May I have a motion from the floor for the adoption of the proposed amendments to the Constitution?

May I have a seconder for the motion?

Any discussion?

(Amendments may be made only in accordance with the Association Constitution. Any amendment must be adopted by a 2/3 majority.)

All in favour?

All opposed?

PLEASE NOTE:

At the meeting you should be prepared to prove identity if challenged.