

**RULES OF PROCEDURE**  
**FOR THE**  
**LIBERAL PARTY OF CANADA (ONTARIO)**  
**AND ITS CONSTITUENT BODIES**

Amended to comply with the LPC(O) Constitution as amended in May, 2012  
Section 12 further amended September 2013



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## **1.0 DEFINITION**

- 1.1 A Meeting for the purposes of these rules is a General Meeting of the members of an Electoral District Association.
- 1.2 Where applicable, these Rules shall govern meetings of all constituent bodies of LPC(O) (including the Electoral District Associations, OYL, OWLC, APLCO and all clubs recognized by OYL, OWLC or APLCO, and a reference to an Electoral 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 Electoral District Associations, OYL, OWLC, APLCO and all clubs recognized by OYL, OWLC, or APLCO.
  - (b) These Rules shall prevail over the Constitutions of the Electoral District 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.
- 1.3 EC 20056 is the Annual Statement of Registry Information that MUST be filed with Elections Canada Annually no later than May 31<sup>st</sup> (see Appendix)
- 1.4 EC 20043 is the report of changes to the Information in the Registry of Electoral District Associations that must be filed asap following an EDA Annual General meeting where changes to the composition of the Executive Committee have been made. (see Appendix)

**2.0 ELECTION OF DELEGATES OR ALTERNATES, OR THE ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE OF AN ELECTORAL DISTRICT ASSOCIATION OR THE RECONSTITUTING OF A NEW ELECTORAL DISTRICT ASSOCIATION**

- 2.1 Anyone seeking election as Candidate, a delegates or an alternate or as a member the of their EDA (Electoral District Association) must be a member in good standing at the time of their nomination or filing and must be nominated at a duly called meeting or declared elected after having filed the requisite notice of intent 14 days prior to the meeting. Any positions for which a sufficient number of intents were not received before the deadline for intent has passed will be open to nominations from the floor at the time of the meeting. (In the case of a DSM for a National Biennial one must have been a member 41 days prior to the meeting to stand for a delegate position or to vote at a delegates selection meeting)
- 2.2 The Meeting Chair must be appointed 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, the constitution of LPC, LPC(O) and any applicable by laws, provided that any provisions of an Electoral District 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 Management Committee of LPC(O) may declare null and void any meeting , in which the Electoral District Association has not adhered to these Rules.

### **3.0 MEMBERSHIP REQUIREMENTS**

LPC(O) membership is governed by the membership bylaws of LPC as amended from time to time.

[http://c3357298.r98.cf0.rackcdn.com/files/2010/05/NationalMembershipRules\\_e.pdf](http://c3357298.r98.cf0.rackcdn.com/files/2010/05/NationalMembershipRules_e.pdf)

Membership cut off times are set at 5:00 PM on a business day. Memberships received after 5:00 PM are deemed to be accepted on the next business day.

#### **4.0 CALLING A MEETING**

- 4.1 The Meeting must be duly requested by the Executive of the Electoral District Association, or as otherwise provided herein.
- 4.2 The Executive of the Electoral District Association must request the Meeting from LPC(O) as directed by a resolution passed by its voting members at an Executive meeting duly called, on proper notice, in accordance with the Electoral District Association's constitution and on a reasonable basis. The President shall call a General meeting of the EDA if so petitioned in writing by 40 members in good standing of the EDA. The Petition must stipulate the reason for the request for the General Meeting.
- 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. Notices will be prepared and sent by LPC(O) to all current members in good standing of the EDA.
- 4.4 All meetings must be held at a time and venue easily accessible to the members and there must be assurance that 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 of the Electoral District 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 emailed or mailed, and postmarked (or delivered) not less than twenty eight (28) days prior to the date of the Annual or General Meeting of the Electoral District Association. This includes notices for DSMs. In the case of a Meeting to select delegates to a Leadership Convention, written Notice of Meeting shall be emailed, mailed and postmarked in accordance to the constitution of LPC.
- 5.2 Notice must be given to all members in good standing of the Electoral District Association.
- 5.3 Subject to additional Electoral District Association constitutional provisions and the accurate completion of pertinent particulars, notice in accordance with the appropriate Form as prepared by LPC(O) will be considered sufficient notice in accordance with section 5.1 of these Rules.
- 5.4 The notice referred to in section 5.1 shall either be emailed, mailed by first class post to the most current address in the central membership records in the National Membership Registry or may be delivered to the addressee, either by leaving it at that same address or by personal delivery to the individual.
- 5.5 The notices referred to in section 5.1 must contain all the particulars required to complete the appropriate notice of meeting (see templates found in the appendix)

## 6.0 ELIGIBILITY TO VOTE AT A MEETING

- 6.1.
  - a. Residents of the electoral district who are members at cut off seven (7) days prior to the day of the EDA AGM. Membership cut off times are set at 5:00 PM on a business day. Memberships received after 5:00 PM are deemed to be accepted on the next business day.
  - b. Non-residents of the electoral district who became members of the association prior to December 4<sup>th</sup> 2006, and have maintained uninterrupted membership in the riding.
  
- 6.2 Provided that all individuals referred to in paragraph one (1) are:
  - a. fourteen (14) years of age;
  - b. support the purposes of the Party;
  - c. not a member of any other federal political party in Canada;
  - d. not qualified to vote in any other federal constituency association;
  - e. While a member of the Party, not have publicly declared an intention to be a candidate for election to the House of Commons other than as a candidate of the Party.
  
- 6.3 Must be able to prove your identity and your address. There are three options: (see ID requirements in appendix)
  - a. Provide one original piece of identification issued by government or government agency containing your photo, your name and your address ( e.g. Drivers Licence) **OR**
  - b. Provide two original pieces of identification issued by government, government agency, educational institute, municipal office/agency, public utility or Credit Card Company that provide your name. At least one of these documents must also contain your address: (e.g. Health Card and Hydro Bill) (e.g. Fishing Licence and a Credit card statement) (Student ID card and a School Report card) **OR**
  - c. Provide one piece of original identification issued by government, government agency, educational institute, municipal office/agency, public utility or credit card company that provides your name and then be willing to swear an oath and be vouched for by a qualified voter in the riding who has identification acceptable in a or b above. (see Vouching document in appendix)

(In the case of a DSM for a National Biennial one must have been a member 41 days prior to the meeting to stand for a delegate position or to vote at a delegates selection meeting)



**7. ELIGIBILITY TO STAND FOR A POSITION ON AN EXECUTIVE COMMITTEE OF AN ELECTORAL DISTRICT ASSOCIATION**

- 7.1.
  - a. No person shall be eligible for nomination as a candidate for an Executive Committee position on an Electoral District Association who has not filed a notice of intention with the Secretary of LPC(O) at least 14 days prior to the Annual Meeting.
  - b. The notice of a candidate's intention to be a candidate shall be submitted in writing indicating the specific position for which they wish to stand.
  - c. In order to be eligible to file a notice of intention, an individual must hold a current membership or current associate membership in the association at the time of the filing of the notice.
  - d. An individual may not stand for more than one position
  
- 7.2 Any positions for which a sufficient number of intents were not received before the deadline for intent has passed will be open to nominations from the floor at the time of the meeting. All nominators and seconders must be members in good standing in the EDA.

## **8.0 IN PREPARATION FOR THE GENERAL MEETING OF AN ELECTORAL DISTRICT ASSOCIATION**

- 8.1 LPC(O) will compile a list of the notices of intent to stand for election to an EDA executive filed with the Secretary 14 (fourteen) days in advance of the AGM. (intent template in Appendix)
- 8.2 LPC(O) will compile a list of Notice of intent to stand as a delegate to a LPC(O) General Meeting filed with the Secretary of LPC(O) 14(fourteen) days in advance of the DSM (intent template in Appendix)
- 8.3 THE EAD should ensure that required reports from EDA executive are prepared and ready for presentation. As part of your AGM you need to ensure that your Membership VP, your Treasurer, your Fundraising VP, the chairs of committees and the President prepares and presents formal reports) You may wish to add other reports as well i.e. if you have a youth club or a women's club.
- 8.4 An agenda for the meeting should be available to all meeting attendees (see sample agenda in appendix)
- 8.5 All proposed constitutional amendments that are not strictly housekeeping designed to ensure compliance with LPC or LPC(O) must be circulated at the time of the meeting
- 8.6 Any formally declared contested candidate for a contested position on the executive or for a delegate spot may, upon written request to the secretary of the LPC(O) at [admin@lpc.ca](mailto:admin@lpc.ca), be entitled to, within 48 hours of the submission of the request, to a copy of the constitution of the Electoral District Constitution.
- 8.7 Any formally declared contested candidate for a contested position on the executive or for a delegate spot may, upon written request to the secretary of the LPC(O) at [admin@lpc.ca](mailto:admin@lpc.ca), and return of a signed Confidentiality agreement (see appendix) be entitled to, within 48 hours of the submission of the request, to a copy of the membership list of those entitled to vote at the General meeting of the Electoral District Constitution.
- 8.8 Individuals wishing membership forms for support recruitment must apply directly to LPC(O) by either completing a R-1 request for membership forms (R1 attached in appendix) or by making use of the downloadable membership form found on the LPC/LPCO web sites. (sample on appendix). EDAS SHALL NOT PROVIDE MEMBERSHIP FORMS TO CANDIDATES OR AGENTS FOR PERSONAL RECRUITMENT EFFORTS. Direct these requests to the LPC(O) office.
- 8.9 If a guest speaker is anticipated, or if a social component is anticipated the notice must clearly indicate the time of the business portion of the meeting as well as the time for the guest speaker's appearance or the social event timing
- 8.10 Chair and returning officer (if required) will be assigned by LPC(O) approximately 5 to 6 days before the meeting.

## **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 identification as per section 6.3 from all individuals presenting to cast a ballot
  - 9.1.2 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 eligible to vote at said meeting .
- 9.3 The meeting shall be called to order at the scheduled starting time.
- 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 nominated from the from the floor of the meeting must be present in person, or have provided hi 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 For nominations from the floor that are proposed for any position for which a sufficient number of intents were not received before deadline, nominations shall then be closed when in the opinion of the Chair, no further 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 A single ballot will be cast .That ballot must bear the name of a different nominee for each position eligible to be elected. 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 duly nominated nominee shall invalidate the portion of the ballot for that position. An individual may not seek election for more than one 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.
- 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 Electoral District Association's Federal Delegate Selection Meeting in a single calendar year.
- 9.21 In the case of a delegate selection 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.

**In the case of a Meeting to elect delegates all bylaws of LPC/ LPC(O) relating to the selection of delegates must be complied with.**

## **10.0 BOARD OF ARBITRATION**

10.1 The LPC(O) Executive Board shall appoint a Chair of the Arbitration Committee. After Consultation with the Chair, the Executive Board 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) any decision by management to put a riding in receivership
- (d) any other matter referred to it by the Executive Board or Management Committee of LPC(O)

in any Electoral District 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 420, Toronto, Ontario, M4Y 2T8.

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

10.6.1 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.

10.6.2 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.

10.7 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 parties 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.

10.8 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.

10.9 The Board of Arbitration shall advise each and every party appearing before it and the LPC(O) Management Committee of its decision in writing. All such decisions shall contain reasons for the finding.

10.10 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.

- 10.11 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.
- 10.12 In no case shall a member of the Board of Arbitration be a member of the Management Committee or the Executive Board of the LPC(O).
- 10.13 The Board of Arbitration may electronically record the hearing. Such electronic recording shall be forwarded to LPC(O) to be used in the event of an appeal.
- 10.14 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.
- 10.15 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.
- 10.16 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.
- 10.17 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.
- 10.18 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.
- 10.19 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. A further \$750.00 deposit 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 Board 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.
- 10.20 Appeals shall be heard by the Permanent Appeal Committee of LPC who 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.
- 10.21 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 apply to Meetings to elect the Executive Committee of an EDA or for delegate selection meetings for the following Electoral District Associations:
- (a) Algoma Manitoulin Kapuskasing
  - (b) Timmins James Bay
  - (c) Kenora
  - (d) Nippissing Timiskaming
  - (e) Thunder Bay Superior North
  - (e) Thunder Bay Rainy River
- 11.2 By majority vote of the Electoral District Association Executive committee, any of the Electoral District Associations referred to in Rule 11.1 may elect to hold a General Meeting to elect the executive committee or to Elect delegates at meeting in two (2) locations within the Riding. The locations of the 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) 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.
- 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 to the Executive Committee or 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) 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 THE NATIONAL REDISTRIBUTION RULES**

This Bylaw was made by the National Board of Directors in accordance with section 34 of the National Constitution in September 2013. This Bylaw may be referred to as the “National Redistribution Rules”. It replaces the previous rules followed by LPC(O)

### **1. INTERPRETATION**

1.1 These National Redistribution Rules shall be applied in a fair and equitable manner and shall be interpreted in a manner which is fair and reasonable, having regard to all circumstances, and in the best interests of the Liberal Party of Canada.

1.2 Each PTA shall apply, administer and enforce the National Redistribution Rules within their province or territory.

### **2. FOUNDING MEETINGS**

2.1 The PTA President shall, upon consultation with the presidents of each of the Component Electoral District Associations, call and have conducted a founding meeting of an Electoral District Association for the New Electoral District. All such meetings shall be held no later than 90 days after the Reference Date and may be held in conjunction with other meetings.

2.2 A minimum of 14 days’ Notice of the founding meeting shall be given to each member residing within the boundaries of the New Electoral District by the PTA President. Members may obtain a copy of the draft Constitution, if any, of the New Electoral Association upon request from the PTA. (LPC(O) constitution provides for a 28 day minimum notice)

2.3 Expenses incurred by the PTA in giving Notice of or in conducting a founding meeting may be charged by the PTA to the New Electoral District Association.

2.4 In the event that:

2.4.1 a by-election is held prior to the next general election but after the founding meeting of the New Electoral District Association has taken place, or

2.4.2 Parliament is dissolved and a general election is called subsequent to a founding meeting but prior to May 1, 2014,

then, the National Campaign Co-Chairs shall have the authority to enact such directives as he/she or they may consider to be required to conduct either the by-election or general election effectively on the basis of the Component Electoral District boundaries.

### **3. TRANSFER OF ASSETS AND LIABILITIES**

3.1 Unless Section 6 of these Rules applies or a binding Redistribution Agreement is in place, the assets of a Component Electoral District Association that are to be transferred to a New Electoral District 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, as calculated by the National Office of the Liberal Party of Canada, shall be transferred to LPC In Trust on or before March 1, 2014.

3.2 The New Electoral District Association shall assume all liabilities of the Component Electoral District 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.

3.3 For the purpose of facilitating the determination of the transfer of assets and liabilities under Subsections 3.1 and 3.2 of these Rules, each Component Electoral District Association shall prepare a financial statement setting out its assets and liabilities as of the Financial Statement Date.

3.4 Each Component Electoral District Association shall deliver their financial statement to the PTA President no later than the Reference Date or such other date as may be specified for the delivery of the financial statement by the PTA. This Subsection 3.4 does not relieve Component Electoral District Associations from their obligation to transfer assets received after the Financial Statement Date and does not relieve New Electoral District Associations from their obligation to assume liabilities incurred by Component Electoral District Associations after the Financial Statement Date. The PTA President may require any Component Electoral District Association to prepare financial statements for periods ending after the Financial Statement Date.

3.5 Each financial statement shall be supported by an attestation of the treasurer or president of the Component Electoral District Association affirming its completeness and correctness. Each financial statement shall disclose all funds of the Component Electoral District Association.

3.6 In the event that a dispute arises as to the validity of any financial statement, the Permanent Appeals Committee may direct that an audited financial statement be prepared at the joint expense of the parties to the dispute.

#### **4. REDISTRIBUTION AGREEMENTS**

4.1 Electoral District Associations may conclude a Redistribution Agreement regarding the transfer of assets and the assumption of liabilities.

4.2 Any Redistribution Agreement shall be negotiated after the founding meeting of the New Electoral District Association.

4.3 The executive of the New Electoral District Association shall negotiate any Redistribution Agreement on behalf of the New Electoral District Association.

4.4 A Redistribution agreement may:

4.4.1 override the provisions of Section 3 of the National Redistribution Rules;

4.4.2 provide for the transfer of assets received or the assumption of liabilities incurred by Component Electoral District Associations after the Financial Statement Date;

4.4.3 provide for the incurring of and payment of certain pre-writ election expenses or other expenses by one or more Component Electoral District Associations at the request of a New Electoral District Association.

4.5 A Redistribution Agreement shall not be valid or binding until it is approved by the PTA President.

#### **5. DISSOLUTION AND DEREGISTRATION OF COMPONENT ELECTORAL DISTRICT ASSOCIATIONS**

5.1 A Component Electoral District Association is dissolved under the National Constitution and will be deregistered with Elections Canada once all of its assets and liabilities have been transferred to the LPC In Trust or redistributed further to an approved Redistribution Agreement, in accordance with the National Redistribution Rules. Until the Component Electoral District Association is deregistered, or dissolved further to calling of a general election, a Component Electoral District continues to exist and is subject to both the National and PTA Constitutions and is responsible for meeting all continuing obligations under the *Canada Elections Act*.

## **6. CONTINUATION OF COMPONENT ELECTORAL DISTRICT ASSOCIATIONS**

6.1 Notwithstanding all of the foregoing, where at least 85%, rounded to the nearest full percentage, of the Population of a New Electoral District was resident in a particular Component Electoral District and at least 85%, rounded to the nearest full percentage, 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.

6.2 If both criteria of Subsection 6.1 of the National Redistribution Rules are met:

6.2.1 The particular Component Electoral District Association for that Component Electoral District shall continue and shall become the New Electoral District Association for that New Electoral District,

6.2.2 No transfer of assets or liabilities shall take place between the particular Component Electoral District Association and any other New Electoral District Association.

## **7. DISPUTES**

7.1 Any Component Electoral District Association or New Electoral District Association may request that a dispute arising out of the application of the National Redistribution Rules be referred to the Permanent Appeals Committee for determination. The adoption of the National Redistribution Rules by the National Board of Directors of the Liberal Party of Canada shall be deemed to be a referral to the Permanent Appeals Committee of any disputes arising from the National Redistribution Rules, the whole in accordance with paragraph 52(1)(b) of the National Constitution.

7.2 No deposit shall be required from either a Component Electoral District Association or a New Electoral District Association requesting that a dispute under the National Redistribution Rules be referred to the Permanent Appeals Committee.

## **8. ATTENDANCE AT MEETINGS**

8.1 The PTA President shall determine whether the presidents of the Component Electoral District Association or the presidents of the New Electoral District Associations are entitled to attend PTA meetings held during the period of time commencing with the Reference Date and ending with the date of dissolution of the Component Electoral District Association.

## **9. DEFINITIONS**

9.1 Capitalized terms used in these Rules which are not defined herein shall have the meaning set out in the National Constitution.

9.2 Unless the context otherwise specifies or requires:

9.2.1 “Component Electoral District” means any former federal electoral district whose boundaries are included in a new federal electoral district, and “Component Electoral District Association” has a corresponding meaning;

9.2.2 “Effective Date” means the date in which new electoral district boundaries would become effective and registered with Elections Canada;

9.2.3 “Financial Statement Date” means the last day of the month immediately preceding the Reference Date;

- 9.2.4 “LPC In Trust” means a specified account of the Liberal Party of Canada in which funds are held In Trust up and until their transfer to New Electoral District Associations upon their registration with Elections Canada;
- 9.2.5 “National Constitution” means the Constitution of the Liberal Party of Canada as adopted at the 2006 Leadership and Biennial Convention as amended from time to time;
- 9.2.6 “New Electoral District” means a federal electoral district as constituted by the *Electoral Boundaries Readjustment Act*, R.S.C. 1985, Chapter E-3 or any successor legislation, and “New Electoral District Association” has a corresponding meaning;
- 9.2.7 “Notice” means a notification transmitted by mail, facsimile, e-mail, or other electronic transmission;
- 9.2.8 “Permanent Appeal Committee” means the committee created under section 51 of the National Constitution for the hearing of appeals;
- 9.2.9 “Population” means the number of electors included as of the Reference Date in the National Register of Electors maintained by Elections Canada;
- 9.2.10 “PTA” means one or more of the provincial or territorial associations that compose the federation of the Liberal Party of Canada under the National Constitution;
- 9.2.11 “PTA President” means the president of the relevant PTA or any designate that he or she may assign;
- 9.2.12 “Redistribution” means the altering of boundaries of any federal electoral district;
- 9.2.13 “Redistribution Agreement” means a written agreement concluded between one or more Electoral District Associations regarding the transfer of assets and the assumption of liabilities, in accordance with Section 4 of these Rules;
- 9.2.14 “Reference Date” means the date selected by the National Board of Directors for the purpose of the National Redistribution Rules. The Reference Date shall be no later than 120 days prior to the Effective Date.

## APPENDIX Documents



NOTICE OF ANNUAL GENERAL MEETING OF THE xxxxxxxxxxxx  
ELECTORAL DISTRICT ASSOCIATION

NOTICE is hereby given of a meeting of the xxxxxxxxxxxxxxxxxxxx **Liberal Electoral District Association** to elect officers to the executive of this riding association and to conduct the annual business of the association

DATE OF MEETING:	xxxxxxxx, 2013
STARTING TIME:	xxxxx p.m.
MUNICIPAL ADDRESS:	xxxxxxxxxx xxxxxxx xxxxxxxxxxxxxxxxxxxxxx

Details:

1. Annual membership dues: **Individual \$10**
2. The cut-off to determine those members eligible to vote at the Annual General Meeting is 7 days prior to the meeting **(5:00 p.m. xxxxxxxxxxxxxxxxx)**
3. **You must prove your identity and your address in order to vote. (Please see details on reverse)**

Officers of the Electoral District Association: (must file notice of intent 14 days in advance to run for election)

List all Executive Committee positions as detailed in the EDA Constitution

\* At least one member of the executive committee must be under the age of 26.

\* Constitutional amendments designed to bring the FLA constitution in line with LPCO and LPC constitutions may be presented for ratification.

**The deadline to submit your intention to stand for any of the above positions will be:  
 xxxxxxxx<sup>th</sup> 2013 at 5:00 p.m. at 420 -10 St. Mary St. Toronto, ON M4Y 1P9 or  
 Email: admin@lpc0.ca.**

**All letters of intent should be sent to the LPC(O) Secretary at 420-10 St. Mary St. Toronto, ON M4Y 1P9  
 Letters of intent can also be sent by fax: 1 416-921-3880 or by email to: admin@lpc0.ca.  
 Please mark envelopes or emails with the subject line "Intention to Stand."**

For further information contact: xxx

**PLEASE SEE REVERSE FOR IMPORTANT DETAILS OUTLINING THE RULES TO STAND FOR AN EXECUTIVE POSITION ON A EDA EXECUTIVE AND THE IDENTIFICATION REQUIREMENTS TO VOTE AT A GENERAL MEETING OF A FEDERAL LIBERAL RIDING ASSOCIATION**



### **Those Qualified to Vote at a General Meeting:**

1.
  - a. Residents of the electoral district who are members seven (7) days prior to the day of the meeting. Membership cut off times are set at 5:00 PM on a business day. Memberships received after 5:00 PM are deemed to be accepted on the next business day.
  - b. Non-residents of the electoral district who became members of the association prior to December 4<sup>th</sup> 2006, and have maintained uninterrupted membership in the riding.
2. Provided that all individuals referred to in paragraph one (1) are:
  - a. fourteen (14) years of age;
  - b. support the purposes of the Party;
  - c. not a member of any other federal political party in Canada;
  - d. not qualified to vote in any other federal constituency association;
  - e. While a member of the Party, not have publicly declared an intention to be a candidate for election to the House of Commons other than as a candidate of the Party.
3. Must be able to prove your identity and your address. There are three options:
  - a. Provide one original piece of identification issued by government or government agency containing your photo, your name and your address ( e.g. Drivers Licence) **OR**
  - b. Provide two original pieces of identification issued by government, government agency, educational institute, municipal office/agency, public utility or Credit Card Company that provide your name. At least one of these documents must also contain your address: (e.g. Health Card and Hydro Bill) (e.g. Fishing Licence and a Credit card statement) (Student ID card and a School Report card) **OR**
  - c. Provide one piece of original identification issued by government, government agency, educational institute, municipal office/agency, public utility or credit card company that provides your name and then be willing to swear an oath and be vouched for by a qualified voter in the riding who has identification acceptable in a or b above.

### **Rules to Stand for a Position on a Federal Liberal Electoral District Association Executive:**

1.
  - a. No person shall be eligible for nomination as a candidate for an Executive position on an Electoral District Association who has not filed a notice of intention with the Secretary of LPC(O) at least 14 days prior to the Annual Meeting.
  - b. The notice of a candidate's intention to be a candidate shall be submitted in writing to LPC(O) indicating the specific position for which they wish to stand.
  - c. In order to be eligible to file a notice of intention, an individual must hold a current membership or current associate membership in the association at the time of the filing of the notice.
  - d. An individual may not stand for more than one position

**SCRIPT FOR THE CHAIR OF AN ANNUAL GENERAL MEETING**

Ladies and Gentlemen, my name is \_\_\_\_\_ and I call the \_\_\_\_\_ Electoral District Association Annual General Meeting to Order **If this business portion of the meeting is not being chaired by the President of the EDA , the person serving as chair will need to be further identified.**

\_\_\_\_\_ has been appointed the recording secretary for this meeting

**Business Portion of the meeting**

**Approval of Agenda**

Before we proceed we must approve the agenda as circulated

May I have a motion for the approval of the agenda?

Is there a Secunder?

All in favour? All opposed? Carried.

**Minutes of Previous AGM**

I call on the secretary of the EDA to table the minutes of the last AGM to members in attendance today

May I have a motion to approve the Minutes of the 2012 AGM? Is there a Secunder?

Any errors, omissions, or discussion?

All in favour? All opposed? Carried.

**Reports:**

I now call upon the \_\_\_\_\_ to present his/her report.

*President*

*Treasurer to present a financial report*

*Membership Secretary*

*VP Fundraising*

Motions to receive each report must be put

**If the President has been the Chair of the business portion of the meeting, it is recommended that he or she turn the meeting over the chair over to the official appointed by LPC(O) to preside over the election of the Executive Board to also handle the constitutional amendments.....**

**However he/ she could wait to do this until after constitutional amendments.**

**Constitutional Amendments:**

In addition to amendments that may be proposed for discussion and adoption by the membership or by the Executive Committee, all ridings are required to ensure that their EDA constitution reflect any updates or changes that have been passed to LPC or LPC(O) constitutions. EDA's therefore obligated, at the first possible opportunity, to bring routine



housekeeping amendments to the membership for ratification. As such, the following motion is deemed moved and seconded.

*“Whereas, because there are sections of the -----Federal Liberal Association the constitution that are longer compliant with the LPC or LPC(O) constitutions; we hereby move that the executive committee in consultation with the LPC(O) office make the necessary amendments to ensure that the EDA constitution is consistent with both the LPC and LPC(O) constitutions” . (it may be prudent to list those sections that will be amended)*

Discussion/debate will be limited to two in support, two in opposition for each motion

Other constitutional amendments (if any)

### **Election of Officers and Directors:**

I am pleased to be here, appointed on behalf of the Liberal Party of Canada (Ontario) to serve as the chair for the election of your new executive.

\_\_\_\_\_ has been appointed by LPC(O) to be the Returning Officer for today's proceedings.

The names of members who are eligible to vote at today's meeting are on a list, which is in the possession of the Returning Officer. Pursuant to the Constitution of LPC(O), only those who individuals were current members of this EDA seven days prior to this meeting are eligible to vote.

### **The following Rules of Procedure govern the election of your new executive**

- a) All persons who have submitted their intention to stand for a named position by the cut off, (14 days prior to this meeting), to the LPC(O) Secretary in accordance with the Constitution of the Liberal Party of Canada (Ontario) are eligible for election or acclamation to the executive. These individuals need to be members at the time the intent was filed.
- b) For those executive positions where sufficient numbers of valid letters of intent were not received by cut off, nominations will be taken from the floor to fill/contest the vacant positions.
- c) All individuals nominated must be members in good standing of this association at the time of their nomination...
- d) Nomination (taken from the floor) must be moved and seconded by a member in good standing of this association and shall give his/her name and shall not otherwise speak.
- e) If a nominee is withdrawing, he/she must do so without making a speech and shall not withdraw in favour of any nominee.

### **Nominations:**

#### **Individuals Acclaimed:**

The following positions have been filled by acclamation prior to this meeting pursuant to Article XII section 3(p), and I am pleased to announce that the following persons are declared elected.

<b>Position</b>	<b>Individual elected</b>
-----------------	---------------------------

*Congratulations to each of you!*

**Where vacant positions exist after considering intents:**

A sufficient number of letters of intent to stand for some positions were not received prior to the prescribed cut-off date. Pursuant to the constitution of the Liberal Party of Canada I am able to accept nominations from the floor for these positions. A person can be nominated in absentia provided a signed letter of consent to stand is provided to the chair at the time of nomination.

Each nominee must be nominated by a member in good standing of this association who shall give his/her name and may speak in support of the nominee for \_\_\_\_\_ minute(s)/seconds. The nomination must be seconded by a member in good standing of this association who shall give his/her name and shall not otherwise speak.

**(It is important that the chair is satisfied that each person nominated together with his/her nominator and seconder is all members in good standing..... Take the time necessary to confirm!)**

I call for nominations for the position of

I call for nominations for the position of

I call for nominations for the position of

**SPEECHES - NEED FOR A BALLOT**

**Where there are contested positions either as predetermined through the intent process or by virtue of an overabundance of nominations from the floor for those positions vacant at the beginning of the meeting**

The following positions are contested and will be elected using a secret Ballot. Anyone nominated either through a letter of intent received prior to cut off or by virtue of being nominated from the floor is permitted to speak.

Candidates will speak in reverse order of nomination unless speaking order was determined by draw prior to the meeting.

**The following are the instructions for balloting:**

- a) Each member entitled to vote will be issued a single ballot.
- b) Photo identification will be required before the ballot is issued.
- c) No proxy ballots are allowed.
- d) A voter has the option of voting for one or all of the positions being contested. An error in casting for one position shall invalidate the ballot for that position only.

Are there any questions?

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

**Balloting Cut-off:**

Once it is obvious that everyone in the room has had the opportunity to vote, provide a two minute warning of end of voting

Voting is now closed

**The Results:**

(The Returning Officer will provide the results to the Chairperson who shall announce the results.)

The total number of ballots issued \_\_\_\_\_. The total number of ballots cast \_\_\_\_\_.

The total number of ballots spoiled \_\_\_\_\_.

The successful candidates are \_\_\_\_\_.

I will now call upon your duly elected President to say a few words and recognize the new riding executive and attend to any final items of business. .

**Adjournment:**

May I have a motion to adjourn the meeting? Second? All in favour? Carried.

**PRIVATE NOTE TO YOU AS CHAIR**

**"A VERY SINCERE THANK YOU FOR AGREEING TO ASSIST US TONIGHT!"**



NOTICE OF THE GENERAL MEETING TO SELECT DELEGATES TO THE LIBERAL PARTY OF CANADA (ONTARIO) GENERAL

NOTICE is hereby given of a meeting of the XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX Federal Liberal Association to elect delegates to the Liberal Party of Canada (Ontario) XXXXX GENERAL Insert Date and location of the General Meeting

DATE OF MEETING:
STARTING TIME:
MUNICIPAL ADDRESS:

Details:

- 1. Annual membership dues: Individual \$10
2. The cut-off to determine those members eligible to vote at the General Meeting is: 5:00 pm XXXXXXXX (seven (7) days prior to the DSM meeting as per National Membership Rules
3. You must prove your identity and your address in order to vote. (Please see details on reverse)
4. Letters of Intent to stand as a delegate must be filed by 5:00 p.m. XXXXXXXXXXXXXXXX (14 days prior to the DSM meeting)

Delegates to the XXXXX AGM of the Liberal Party of Canada (Ontario)

- 1. 18 delegates will be elected to attend the LPC (O) General Meeting:
2. Of the eighteen delegates, 4 shall be men and 4 shall be women over the age of twenty-five, and 4 shall be youth (fourteen years of age or over and under the age of twenty-six) 2 of whom shall be male and 2 female. The remaining 6 delegates are unrestricted
3. You must be a member in good standing (either a resident member or an associate member) in order to seek delegate position

All letters of intent should be sent to the LPC(O) Secretary at 420-10 St. Mary St. Toronto, ON M4Y 1P9 Letters of intent can also be sent by fax: 1 416-921-3880 or by email to: admin@lpco.ca. Please mark envelopes or emails with the subject line "Intention to Stand."

Delegate Fees:

Payment Received By xxxxxxxxx
\$xxx Regular, xxx Youth, \$xxx Observer
\$xxx Victory Fund or Laurier Club Donor

Received After xxxxxx
\$xxx Regular, \$xxx Youth, \$xxx Observer.
\$xxx Victory Fund or Laurier Club Donor

IMPORTANT INFORMATION ON REVERSE



**PLEASE NOTE THESE IMPORTANT DETAILS OUTLINING THE RULES  
AND THE IDENTIFICATION REQUIREMENTS TO VOTE AT A GENERAL MEETING OF A FEDERAL LIBERAL  
ASSOCIATION**

**Those Qualified to Vote:**

1. a. Residents of the electoral district who are members seven (7) days prior to the date of the meeting. Membership cut off times are set at 5:00 PM on a business day. Memberships received after 5:00 PM are deemed to be accepted on the next business day.
- b. Non-residents of the electoral district who became members of the association prior to December 4<sup>th</sup> 2006, and have maintained uninterrupted membership in the riding.
  
2. Provided that all individuals referred to in paragraph one (1) are:
  - a. fourteen (14) years of age;
  - b. support the purposes of the Party;
  - c. not a member of any other federal political party in Canada;
  - d. not qualified to vote in any other federal constituency association;
  - e. While a member of the Party, not have publicly declared an intention to be a candidate for election to the House of Commons other than as a candidate of the Party.
  
3. Must be able to prove your identity and your address. There are three options:
  - a. Provide one original piece of identification issued by government or government agency containing your photo, your name and your address ( e.g. Drivers Licence) **OR**
  - b. Provide two original pieces of identification issued by government, government agency, educational institute, municipal office/agency, public utility or Credit Card Company that provide your name. At least one of these documents must also contain your address: (e.g. Health Card and Hydro Bill) (e.g. Fishing Licence and a Credit card statement) (Student ID card and a School Report card) **OR**
  - c. Provide one piece of original identification issued by government, government agency, educational institute, municipal office/agency, public utility or credit card company that provides your name and then be willing to swear an oath and be vouched for by a qualified voter in the riding who has identification acceptable in a or b above.

**Rules to Stand for a Delegate from Federal Liberal Electoral District Association Executive**

1. a. No person shall be eligible for nomination as a Delegate from an Electoral District Association who has not filed a notice of intention with the Secretary of LPC(O) at least 14 days prior day of the General Meeting Scheduled to select delegates .
- b. In order to be eligible to file a notice of intention, an individual must hold a current membership or current associate membership in the association at the time of the filing of the notice.
- c. No individual may stand for more than one delegate spot

For further information contact:

**President:**

**or contact**

**LPC(O):** [admin@lpco.ca](mailto:admin@lpco.ca)



**NOTICE OF ANNUAL GENERAL MEETING OF  
XXXXXXXXXXXXXXXXXXXXXXXXX FEDERAL LIBERAL ASSOCIATION  
AND OF THE MEETING TO SELECT DELEGATES TO THE XXXXXXXX  
LIBERAL PARTY OF CANADA (ONTARIO) GENERAL MEETING**

*NOTICE is hereby given of a meeting of the xxxxxxxxxx **Federal Liberal Association** to elect officers to the executive of this riding association, to elect delegates to the Liberal Party of Canada (Ontario) xxxx General Meeting, and to conduct the annual business of the association*

DATE OF MEETING:  
STARTING TIME:  
MUNICIPAL ADDRESS:

Details:

1. The cut-off to determine those members eligible to vote at the Annual General Meeting and Delegate Selection meeting is: **XXXX 5:00 p.m.** (7 days prior to the meeting)

Officers of the Electoral District Association: (must file notice of intent 14 days in advance of the day of the meeting to run for election)

(List executive positions being elected here)

- \* At least one member of the executive committee must be under the age of 26.
- \* Constitutional amendments designed to bring the FLA constitution in line with LPCO and LPC constitutions may be presented for ratification.

**The deadline to submit your intention to stand for any of the executive positions or to stand as a delegate to the LPC(O) Biennial will be 5:00 pm  
XXXXxxxxx (14 days prior to the meeting)**

**All letters of intent should be sent to the LPC(O) Secretary at 420-10 St. Mary St. Toronto, ON M4Y 1P9  
Letters of intent can also be sent by fax: 1 416-921-3880 or by email to: admin@lpc.ca.  
Please mark envelopes or emails with the subject line "Intention to Stand."**

Delegates to the xxxx General Meeting of the Liberal Party of Canada (Ontario) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

1. 18 delegates will be elected to attend the LPC (O) General Meeting:
2. Of the eighteen delegates, 4 shall be men and 4 shall be women over the age of twenty-five, and 4 shall be youth (fourteen years of age or over and under the age of twenty-six) 2 of whom shall be male and 2 female. The remaining 6 delegates are unrestricted.
3. You must be a member in good standing (either a resident member or an associate member) in order to seek a delegate position

**Payment Received By xxxxx**  
\$xxx Regular, \$xxx Youth, \$xxx Observer  
\$xxx Victory Fund or Laurier Club Donor

**Received After xxxxx**  
\$xxx Regular, \$xxx Youth, \$xxx Observer.  
\$xxx Victory Fund or Laurier Club Donor

**IMPORTANT INFORMATION ON REVERSE**





## Undertaking Regarding List Confidentiality

(for use by an individual seeking a contested EDA Executive position)

I, \_\_\_\_\_, a declared Contestant for an Executive position in the Electoral District of \_\_\_\_\_, request that I be provided with a current membership list of the Liberal Party of Canada (Ontario) eligible to vote in this Electoral District Association and an update as of membership cutoff, as it becomes available. I understand that such lists are to be used by me solely for the purpose of contacting eligible voting members of the Electoral District Association to seek support for myself during this current AGM Contest; and

In consideration for such list or lists being provided to me by the Liberal Party of Canada (Ontario), I undertake as follows:

1. I will ensure that the information contained therein shall be used only for the purpose set out above;
2. I will destroy or have destroyed, all copies of the list and of information derived therefrom not later than seven days after the conclusion of the Meeting, unless I am elected;
3. I will comply with any applicable legislation relating to privacy or personal information, to the extent that such legislation may apply to such information

DATED at the Municipality of \_\_\_\_\_, in the Province of Ontario,

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Signature of declared Contestant

Please send the list to this Email address: \_\_\_\_\_



**Undertaking Regarding List Confidentiality**

(for use by an individual seeking a Contested Delegate position)

I, \_\_\_\_\_, a declared Contestant for a Delegate position in the riding/club \_\_\_\_\_, request that I be provided with a current membership list of the Liberal Party of Canada (Ontario) eligible to vote in this Delegate meeting and an update as of membership cutoff, as it becomes available.

In consideration for such list or lists being provided to me by the Liberal Party of Canada (Ontario, I undertake to use the list sole for the purpose of contacting eligible voting members of the Electoral District Association/Club to seek support for myself during this current delegate selection Contest;

In consideration for such list or lists being provided to me by the Liberal Party of Canada (Ontario), I undertake as follows:

1. I will ensure that the information contained therein shall be used only for the purposes set out above, and not shared and/or used for any other purpose;
2. I will destroy or have destroyed, all copies of the list and of information derived there from not later than seven days after the conclusion of the meeting;
3. I will comply with any applicable legislation relating to privacy or personal information, to the extent that such legislation may apply to such information;
4. I will ensure that all information from these lists will remain strictly confidential.

DATED at the Municipality of \_\_\_\_\_, in the Province of Ontario,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of declared Contestant

Please send the list to this Email address: \_\_\_\_\_

**Undertaking Regarding List Confidentiality**

(for use by an individual contesting a LPC(O)management position at the 20\_\_ AGM )

I, \_\_\_\_\_, a declared Contestant for the position of \_\_\_\_\_ on the LPC(O) Management Committee, request that I be provided with the email addresses of the ex officio members to the Liberal Party of Canada (Ontario) AGM and those delegates eligible to vote for my declared position as they becomes available. I understand that such lists are to be used by me solely for the purposes of contacting eligible voting delegates solely for the purpose of seeking support for myself during this current AGM Contest;

In consideration for such list or lists being provided to me by the Liberal Party of Canada (Ontario) I undertake as follows:

- 5. I will ensure that the information contained therein shall be used only for the purposes set out above;
- 6. I will destroy or have destroyed, all copies of the list and of information derived therefrom no later than seven days after the conclusion of the Meeting, unless I am elected;
- 7. I will comply with any applicable legislation relating to privacy or personal information, to the extent that such legislation may apply to such information

DATED at the Municipality of \_\_\_\_\_, in the Province of Ontario,

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of declared Contestant

Please send the list to this Email address: \_\_\_\_\_

**INTENT TO SEEK A POSITION ON AN EDA EXECUTIVE COMMITTEE**

I, \_\_\_\_\_ hereby submit this intent to seek the position

of \_\_\_\_\_ for the riding of \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature: \_\_\_\_\_

If being faxed or mailed.

If it is being sent by email, it should be sent from the email of the person filing the intent



## Notice of Intent to Participate as a Delegate to the xxxxxx LPC (O) AGM

If you would like to attend as a voting delegate, complete the information below and return by post to 10 St Mary, Suite 420, Toronto ON M4Y 1P9 or by fax to 416 921-3880 or by email to [admin@lpc.co.ca](mailto:admin@lpc.co.ca). Notices should be filed no less than fourteen (14) days prior to the scheduled delegate Selection Meeting.

Should you have any questions about this process, please contact the office at 416 921-2844 ext: 301 or send your questions by email [admin@lpc.co.ca](mailto:admin@lpc.co.ca)

Please print clearly:

Name: \_\_\_\_\_ Riding: \_\_\_\_\_

Address: \_\_\_\_\_

E mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

- Gender:  male  female
- Age Group:  regular ( 26 and over)  youth (25and under)
- Laurier/Victory club member
- Ex-Officio Status:  I am an ex-officio delegate. (Immediate past candidates, Privy Councilors, riding presidents and former parliamentarians are a few examples of eligible Ex-Officio delegates. The right to attend and vote as an ex-officio delegate is outlined in Article VII 3 (h) of the LPC(O) Constitution)

**THE GENERAL MEETING OF the Liberal Party of Canada (Ontario)  
will be held xxxxxx at xxxxxxxxxxxxxxxxxxxxxxxx, xxxxxxxx ON**

Registration Fee: The deadline for EARLY PAYMENT will be xxxxxxxxxxxxxxxx

	EARLY FEE	LATE FEE
Delegate/Alternate		
Youth (Over 14 and less than 26 years of age)		
Laurier & Victory		
Observer		





Request for Membership Application Forms (to a maximum of 25)

Forms requested: # \_\_\_\_\_ For the riding of: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Identification:  DRIVER'S LICENSE  GREEN ONTARIO HEALTH CARD  OTHER

Please copy both the front and the back and submit with this form

Applicant is a member of this Riding Association: Yes  No

If no, new membership application completed: \_\_\_\_\_ APPLICATION NUMBER

Payment (Must be from the applicant's personal funds)

Cash (Must complete Cash Confirmation)  Cheque  Visa  MasterCard  Amex in amount of \$ \_\_\_\_\_

Card # \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Will you pick up these forms in person  or should we mail them to the address above

Cash Confirmation

I, \_\_\_\_\_ NAME

ADDRESS CITY PROVINCE POSTAL CODE

have paid \$ \_\_\_\_\_ in cash to the Liberal Party of Canada (Ontario) from my own funds

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment received by: \_\_\_\_\_ Date: \_\_\_\_\_

For LPC(O) use only:

Form numbers: Start: \_\_\_\_\_ Finish: \_\_\_\_\_





Downloadable Membership Application Form  
Please note : Payment by cheque or credit card only

Formulaire d'application d'adhésion téléchargeable  
Veuillez noter: Paiement par chèque ou par carte de crédit seulement

Name of Association | Nom de l'association

- In Constituency Member (Niveau Circonscription)  
Membre - Circonscription dans la description (Niveau de circonscription)
- Associate Member (Non Voting)  
Membre-associé (Non votant)

Email | Courriel

Address | Adresse

Number / Street Name / Unit / P.O. Box / Rural Route - Numéro / rue / unité / CP / RR

Name | Nom First Name / Last Name - Prénom / Nom

Postal Code | Code postal

City | Ville

Province

Phone | Tél.

1 Date of Birth | Date de naissance

MM / DD / AAAA

Preferred Language | Langue préférée  English  Français

Are you of Aboriginal Ancestry? / Êtes-vous d'ascendance autochtone?  Yes / Oui  No / Non

Current post-secondary institution | Institution post-secondaire actuelle

Occupation | Profession

Male | Homme  Female | Femme

Indicate the Senior's, Women's or Youth Club you wish to join if applicable |  
Veuillez indiquer le club d'aînés, de femmes ou de jeunes auquel vous souhaitez vous joindre le cas échéant

### Payment Options

#### HASSLE-FREE MEMBERSHIP RENEWAL

YES, I want to join the thousands of monthly donors supporting our work in my riding and at the national level. Please automatically renew my membership through a monthly donor program.

 \$5 monthly to my riding association and \$5 monthly to the Liberal Party of Canada

 \$5 monthly to my riding association and \$100 monthly to the Liberal Party of Canada

#### ONE-TIME MEMBERSHIP PURCHASE - \$10 PER CALENDAR YEAR (MAX. 5 YEARS)

NO, I don't want to automatically renew my membership. Sign me up for \_\_\_\_\_ year(s).

### Options de paiement

#### RENOUVELLEMENT D'ADHÉSION FACILE

OUI, je veux me joindre aux milliers de donateurs mensuels qui appuient nos efforts dans ma circonscription et au niveau national. Veuillez renouveler automatiquement mon adhésion dans le cadre d'un programme de dons mensuels :

 5\$ par mois à mon association de circonscription et 5\$ par mois au Parti libéral du Canada

 5\$ par mois à mon association de circonscription et 100\$ par mois au Parti libéral du Canada

#### PAIEMENT PONCTUEL DES FRAIS D'ADHESION - 10 \$ PAR ANNEE CIVILE (MAX. 5 ANS)

NON, je ne veux pas que mon adhésion soit automatiquement renouvelée. Je m'inscris pour \_\_\_\_\_ an(s).

Please choose one of the following | Veuillez indiquer un des choix suivants :

Cheque | Chèque  Credit Card | Carte de crédit  VISA  M.C.

Credit card # | # de Carte de crédit

Exp.

3 I certify that | J'atteste que :

-the above information is correct / Je déclare que les renseignements ci-dessus sont exacts  
-my membership fees are paid from my own funds by credit or cheque / les frais d'adhésion sont payés de mes propres fonds par carte de crédit ou par chèque

I declare that I am eligible to be a member of the Liberal Party of Canada, as prescribed by the Constitution of the Liberal Party of Canada | Je déclare satisfaire aux conditions requises pour être membre du Parti libéral du Canada, conformément à la Constitution du Parti libéral du Canada

**X SIGNATURE**

Visit/Visitez  
**Liberal.ca**

Please return to your local Liberal Office | Veuillez retourner à votre bureau libéral local

#### Alberta

308-10240, 124 Street NW, Edmonton, AB T5N 3W6  
308-10240, rue 124 N.O., Edmonton (AB) T5N 3W6  
Fax | Téléc. : (780) 424-1964 office@alberta.liberal.ca

#### British Columbia | Colombie-Britannique

460 - 580 Hornby Street, Vancouver, BC V5C 3B6  
460 - 580, rue Hornby, Vancouver (BC) V5C 3B6  
Fax | Téléc. : (604) 233-7208 asblanbc@liberal.ca

#### Manitoba

635 Broadway, Winnipeg, MB R3C 0Y1  
635, Broadway, Winnipeg (MB) R3C 0Y1  
Fax | Téléc. : (204) 988-9540  
jpmc@liberalpartyofcanada.mb.ca

#### New Brunswick | Nouveau-Brunswick

715 Brunswick Street, Fredericton, NB E3B 1H8  
715, rue Brunswick, Fredericton (NB) E3B 1H8  
Fax | Téléc. : (506) 453-2416 mvieme.martin@nb.liberal.ca

#### Newfoundland and Labrador | Terre-Neuve et Labrador

20 Crosbie Place, Suite 205, St. John's, NL A1B 3Y8  
20, ch. Crosbie, bureau 205, St. John's (NL) A1B 3Y8  
Fax | Téléc. : (709) 726-7164 nlcan@liberal.ca

#### New Scotia | Nouvelle-Écosse

P.O. Box 723, Halifax, NS B3J 2Y3  
C.P. 723, Halifax (NS) B3J 2Y3  
Fax | Téléc. : (902) 423-1624 office@ns.liberal.ca

#### Ontario

10 St. Mary Street, Suite 400, Toronto, ON M4Y 1P9  
10, rue St. Mary, bureau 400, Toronto (ON) M4Y 1P9  
Fax | Téléc. : (416) 971-3880 adm@op.ca

#### Prince Edward Island | Île-du-Prince-Édouard

6 Pownall St., Charlottetown, PE C1A 8C2 P.O. Box 2559  
6, rue Pownall, Charlottetown (PE) C1A 8C2 C.P. 2559  
Fax | Téléc. : (902) 368-3687 irene@pe.liberal.ca

#### Quebec

110, boulevard Ouellet Ouest, bureau 422, Montréal, QC H2P 1B9  
110 Ouellet Blvd. W, Suite 422, Montréal (QC) H2P 1B9  
Fax | Téléc. : (514) 381-1515 reception@pq.liberal.ca

#### Saskatchewan

845A McDonald Street, Regina, SK S4N 2Z5  
845A, rue McDonald, Regina (SK) S4N 2Z5  
Fax | Téléc. : (306) 522-5206 info@ps.ca

#### Western Arctic, Nunavut and Yukon | Arctique de l'Ouest, Nunavut et Yukon

81 Metcalfe Street, Suite 600, Ottawa, ON K1P 6M8  
81, rue Metcalfe, bureau 600, Ottawa (ON) K1P 6M8  
Tel. : 1-888-LIBERAL asblan@liberal.ca

MEMBERSHIP IS VALID WHEN VERIFIED BY THE LIBERAL PARTY OF CANADA.  
VOTRE ADHESION N'EST VALIDE QU'UNE FOIS VÉRIFIÉE PAR LE PARTI LIBÉRAL DU CANADA.

## Agenda for an EDA Annual Meeting

*An Agenda should include but need not be limited to the following (see 8.9 re: guest speaker or EDA social combined with the AGM)*

- Greetings from the chair
- Approval of agenda
- Approval of minutes of last AGM
- Reports *(with the exception of the Treasurer's report should be limited to two minutes each)*
  - President
  - Treasurer
  - Membership
  - Fundraising VP (victory Fund update to be included)
  - Committee Chair(s)
  - Other exec members (if any)
- Consideration of proposed Constitutional *amendments* *Strongly suggest that riding adopt a version of the updated model constitution to ensure compliance with LPC and LPCO*
- Election of Executive *(chair assigned by LPC(O))*
  - Once results are known the chair turns the meeting over to the new president.*
- Other Business

*At this point the new President can entertain additional items for discussion if he/she wishes and may establish the date of next executive meeting etc etc or follow-up from reports delivered earlier.*

\*\*\*\*\*

An agenda should be available to all persons attending the meeting.

The proposed agenda needs to be submitted to LPC(O) at least three days prior to the meeting so that the chair and staff have ample opportunity to prepare.

All constitutional amendments being proposed by the nominations committee must be submitted to LPC(O) not later than 48 hours prior to the meeting as well. Constitutional amendments cannot be taken from the floor!

\*\* Voting for contested positions is done by secret ballot. Ballots will be preprinted in Toronto... \*\*

\*\* speeches for contested positions should be limited to no more than 3 minutes for table offices and no longer than 1.5 minutes for directors\*\*\*\*\* (please discuss this with your outreach officer well in advance.) \*\*\*

## Acceptable Identification Documents (as Per Elections Canada Guidelines)

### Option 1

Provide **one original piece of identification** issued by a government or government agency containing your photo, name and address.

#### Examples

- Driver's Licence
- Health Card
  - This applies only to Ontario
  - Note: Not all electors in Ontario will have cards with photo, name and address

Note: The above pieces of identification are examples only.

### Option 2

Provide **two original pieces of identification** authorized by the Chief Electoral Officer of Canada. **Both pieces must contain your name, and one must also contain your address.** Here is the list:

#### Identity Cards

- Health Card
- Social Insurance Number Card
- Birth Certificate
- Driver's Licence
- Canadian Passport
- Certificate of Indian Status
- Certificate of Canadian Citizenship or Citizenship Card
- Credit/Debit Card with elector name
- Canadian Forces Identity Card
- Veterans Affairs Canada Health Card
- Employee Card issued by employer
- Old Age Security Identification Card
- Public Transportation Card
- Student ID Card
- Library Card
- Liquor Identification Card
- Canadian Blood Services
- Hospital Card
- Fishing Licence
- Wildlife Identification Card
- Hunting Licence
- Firearm Acquisition Card/Firearm Possession Card
- Outdoors Card and Licences
- Provincial/Territorial Identification Card
- Local Community Service Centre Card (CLSC)



## Original documents (containing name and address)

- Credit Card Statement
- Bank Statement
- Utility Bill (residential telephone, cable TV, public utilities commission, hydro, gas or water)
- Attestation of Residence issued by the responsible authority of an Indian band or reserve
- Local Property Tax Assessment
- School, College or University Report Card or Transcript
- Residential Lease, Residential Mortgage Statement or Agreement
- Canada Child Tax Benefit Statement
- Income Tax Assessment Notice
- Insurance Policy
- Government Cheque or Government Cheque Stub with elector name
- Statement of Employment Insurance Benefits Paid (T4E)
- Canada Pension Plan Statement of Contributions
- Statement of Old Age Security (T4A) or Statement of Canada Pension Plan Benefits (T4AP)
- Statement of Benefits from provincial workplace safety or insurance board
- Statement of Direct Deposit for provincial works or provincial disability support program
- Vehicle Ownership
- Vehicle Insurance
- Attestation of Residence issued by the responsible authorities (shelters, soup kitchens, student/senior residences, long-term care facilities)
- Letter from public curator

Note: A document bearing an address may be used as proof of the elector's address if this address was written by the issuer of the document and is the same as or consistent with the address on the list of electors. No document other than those included on this list may be accepted to establish the name and address of an elector.

### Option 3

You can be vouched for by an elector whose name appears on the list of electors in the same polling division and who has an acceptable piece or pieces of identification. Both will be required to make a sworn statement. An elector cannot vouch for more than one person, and the person who has been vouched for cannot vouch for another elector.

**FORM TO VOUCH FOR ELIGIBLE ELECTOR AT LIBERAL PARTY MEETING**  
(To be taken before the returning officer or designate at the time of voting)



**PART I**

_____		_____	
(Name of person requiring vouching)		(Signature of Person requiring vouching)	
Address: _____			
Postal	Code: _____		Phone: _____
_____		_____	

**Part II**

_____		_____	
(Name of Person Vouching to Identity)		(Type of Photo Identification provided)	
Membership #: _____			

I, the undersigned, whose name appears above (listed in Part II), attest that:

- I am a member in good standing as confirmed by the Returning Officer and eligible to vote at this meeting.
- I have provided identification as required under Section 9 of the National Membership Rules and it has been accepted by the Returning Officer;
- I know the person who seeks to vote as a Member of the Liberal Party (listed in Part I) and attest to this person's identity as required under Section 9 of the National Membership Rules;
- I understand I may only attest to one person's identity who is not a family member at this meeting and to no more than 6 family members as defined in Section 9 of the National Membership Rules;

\_\_\_\_\_  
(Name of electoral district)

\_\_\_\_\_  
(Signature of person vouching as identified in Part II)

**SIGNED BEFORE ME**

Returning Officer or Designate: \_\_\_\_\_  
(print name)

\_\_\_\_\_  
(Signature of returning officer or designate)

\_\_\_\_\_  
date

The following form is used to register new associations, annual confirmation of the registry and to change information for the registry.

[http://www.elections.ca/pol/dis/formsreg/ec20380\\_e.pdf](http://www.elections.ca/pol/dis/formsreg/ec20380_e.pdf)