

Clubs Rules

Approved by Ontario Liberal Party Executive Council on February 15, 2026

NOTE: *Rules of Procedure* supplement and are subordinate to the Ontario Liberal Party *Constitution*. Please refer to the Ontario Liberal Party [website](#) for the most current version of these documents.

1. Authority, Application, Definitions and Interpretation

- 1.1 These *Rules of Procedure* for affiliated associations that are not constituency associations (the “**Clubs Rules**”) are enacted pursuant to sections 5.9 (e) of the *Constitution* of the Ontario Liberal Party (the “**Constitution**”) and are subject in all respects to the provisions of that *Constitution*. In the event of a conflict between any provision in these rules and any provision in the *Constitution*, the *Constitution*, only to the minimum extent necessary in order to resolve that conflict, shall prevail.
 - 1.2 Unless otherwise defined by these *Clubs Rules*, all terms defined in the *Constitution* and which appear in these *Clubs Rules* shall have the same meaning as in the *Constitution*.
 - 1.3 These *Clubs Rules* are applicable to all affiliated associations recognized by the Executive Council that are not constituency associations, including affiliated associations that are not affiliated with a commission recognized by the Executive Council (the “**recognized affiliated associations**”). Unless otherwise specified, an “**association**” in these *Clubs Rules* refers to a recognized affiliated association in the specific context of the application of these rules.
 - 1.4 All officer positions referred to in these *Clubs Rules* refer to the corresponding officers of the association in question unless otherwise specified, except for the following positions of the Party:
 - i) Executive Director
 - ii) Regional Vice-President
 - 1.4.1 The Regional Vice-President relevant to an association is the Regional Vice-President with responsibility for the electoral district where the association is functionally located.¹
 - 1.4.2 For any uncertainty with which electoral district an association is functionally located, the Executive Director may make a determination. The Executive Director’s determination is not subject to review, and shall be communicated in writing via email to the association with copies to the impacted Regional Vice-Presidents, and the president and the impacted regional officers of the relevant commission if the association is affiliated with a commission.
- ### 2. Condition for Recognition
- 2.1 An association’s entitlement to participate in any process of the Party is contingent on its current recognition by the Executive Council.
 - 2.2 As conditions for continual recognition by the Executive Council, in addition to these *Clubs Rules*, an association shall comply with all of the following:
 - a) The applicable provisions of the *Constitution*, the *Rules of Procedures*, and policies of the Party
 - b) The applicable provisions of the constitution and rules of the relevant commission, if it is affiliated with a commission

¹ For a list of the Regional Vice–Presidents’ portfolio of electoral districts, see appendix of *Constituency Associations Rules* (Rules of Procedure, Ch. 2)

- 2.3 An association shall maintain its membership list with the Party office by requiring all prospective members to submit their applications for association membership through the Party website.
- 2.3.1 The membership list maintained by the Party office for an association is the association's membership list of record.
- 2.4 An association shall hold an annual general meeting every year to elect members of its executive committee from among its members. The annual general meeting shall be called no later than one year following the previous annual general meeting.
- 2.5 The Party President or their delegate shall appoint the meeting chair and the returning officer for any general meeting of members of an association where an election is to take place. The Party President may appoint the president of the affiliated association in question as the presiding officer if the Party President deems it appropriate to do so.

3. Executive Committee

- 3.1 An association shall have an executive committee consisting of, at a minimum, a president and at least two additional elected executive officers.
- 3.1.1 All elected executive officers are voting members of the executive committee.
- 3.1.2 A voting member of the executive committee may not be counted more than once in any vote taken, even if they discharge the functions of more than one position.
- 3.2 The executive committee shall have charge of the administration of the affairs of the association, subject to the direction of its annual general meeting and any general meetings of the association.
- 3.4 The executive committee shall meet at the call of the president or at the written request of any five (5) members, or one-third of the current members, whichever is less, of the elected and ex-officio members of the executive committee. Notice of the time, place and manner of a meeting of the executive committee shall be given to each member of the executive committee at least five (5) days prior to the meeting.
- 3.5 The presence of eight (8) members, or a majority of the current members, whichever is less, entitled to vote at the executive committee meeting shall constitute a quorum for the transaction of business. Except as otherwise specified herein, questions arising at any meeting of the executive committee shall be decided by a majority of those members present and voting.²
- 3.6 If any elected member of the executive committee is absent without cause for three (3) consecutive meetings, the executive committee shall have the authority to declare that member's position vacant by resolution supported by at least two-thirds of the voting members present and voting.
- 3.7 In the event of a vacancy occurring in any elected position, the executive committee shall by resolution appoint a member of the association to hold the office until the next annual general meeting.
- 3.8 The following shall be non-voting members of the executive committee *ex officio*, and shall be given all notices to be given to the elected members of the executive committee.³
- a) If the association was established in conformity with the boundaries of an electoral district, the

² For greater clarity, proxy voting is not permitted.

³ For greater clarity, non-voting members of the executive committee are included in the application of section 3.4 (that they may be among the members requesting a meeting) but are excluded in the application of section 3.5 (that they do not count toward quorum).

- b) president of the corresponding constituency association, or their designate
- c) The Regional Vice-President responsible for the geographical region in which the association is functionally located, or their designate
- c) If the association is affiliated with a commission, the commission's regional officer responsible for the geographical region in which the association is functionally located, or their designate

3.9 Within twenty-one (21) days of any changes to the composition of the executive committee, the president shall deliver, or cause the delivery, via email to the Executive Director, with copy to the executive committee members *ex officio* listed in section 3.8, an updated list of the executive committee consisting of the executive committee members' names, positions, current email addresses and phone numbers, in a spreadsheet or another structured data format.

4. Committees

4.1 The executive committee may form committees from time to time to lead the association's effort in specific areas. Such committees shall perform functions as the executive committee may delegate or direct from time to time.

4.2 The executive committee may appoint any members of the association, who may or may not be members of the executive committee to serve as chairs or members of the committees.

5. Annual general meeting & other general meetings during which election will occur

5.1 For an association's annual general meeting or any general meeting of the association's members during which balloting for election of officers or delegates would occur, the executive committee shall submit a request to hold such a meeting to the Executive Director, with copy to the executive committee members *ex officio* listed in section 3.8, not later than twenty-eight (28) days before the intended meeting date. The request must include the following:

- i) a copy of the association's constitution, if the association has a constitution
- ii) the proposed date, time, location of the meeting
- iii) the proposed agenda of the meeting
- iv) the proposed chair of the meeting
- v) if the executive committee intend to table proposed amendments to the association's constitution, a notice to that effect
- vi) if the approval of the affiliated commission is required, the status of the approval request

5.1.1 The approval of the meeting call by the affiliated commission, if such approval is required by the commission, may be sought concurrently with the request to the Executive Director, and is not a prerequisite to commence the request to the Executive Director. However, such approval must be obtained by no later than twenty-one (21) days before the intended meeting date.

5.1.2 The Executive Director may reject the request, request amendments to the request, or request additional time for consideration of the request by responding to the request in writing within fourteen (14) days of receiving the notice. The request is deemed accepted in the absence of such response.

5.2 The notice of the meeting shall be provided to all members of the association by the Party office. Such notice shall:

- a) be provided at least fourteen (14) days prior to the meeting;
- b) be provided by email via the email addresses on the Party's membership record;
- c) state the membership cutoff date for members to be eligible to vote, which is seven (7) days

prior to the meeting,⁴ and that a member must be a current member of both the Party and the association by membership cutoff to be eligible to vote;⁵

- d) list the executive committee positions to be elected at the meeting; and
- e) state that members intending to stand for elected executive committee positions must notify the Party office, via email at least seven (7) days prior to the meeting,⁴ the position they intend to seek election for.

- 5.3 For a notice of intent to stand for election to be valid, the nominee must be a member of the association as of the filing deadline of the notice of intent to stand for election. A member may stand for election for no more than one elected executive officer position at a meeting.
- 5.4 A person must be a member of the Party and the association in question as of the membership cutoff prescribed in the meeting notice, which shall be 7 days prior to the meeting, to be eligible to vote at the meeting.⁵ All members of the association, regardless of their eligibility to vote, shall be entitled to attend any general meeting of the association.
- 5.5 For any general meeting held to elect the association's executive officers or delegates to a duly called annual meeting, conference, or convention of the Party, the following procedures shall be followed:
- 5.5.1 Single secret ballot - Voting for all contested positions shall be by a single, secret ballot.
- 5.5.2 Acclamation - In the event that fewer or equal number of members notify the Party of their intention to stand for election to an office than the number of positions for that office, members so nominated shall be acclaimed to the positions.
- 5.5.2 Single-holder contest - If three or more members stand for election for a single-holder position, the election shall be by preferential ballot. Voting members may rank all or some of the nominees or may vote for one nominee only. A nominee will receive one vote where his or her name appears as the highest preference on a ballot. Where a nominee receives a majority of the votes counted, that nominee shall be declared elected. Where no nominee receives a majority of the votes counted, the nominee receiving the lowest number of votes shall be eliminated, and the ballots previously counted in favour of the nominee so eliminated will be re-counted in favour of the remaining nominees for whom the highest preference is then indicated. Counting shall continue in this manner until one nominee receives a majority of the votes counted and shall thereby be elected.
- 5.5.3 Multiple-holder contest - For delegate positions and any executive officer position with multiple holders, voting members may vote for multiple nominees up to the number of positions available. The nominees receiving the highest numbers of valid votes shall be elected up to the required number, provided that if any demographic allocation is not met, nominees meeting the unmet demographic allocation criteria would be prioritized for election even if they have received fewer votes.
- 5.5.4 Elected executive officer positions that are unfilled at a general meeting shall be filled by the executive committee of the association by appointment to serve until the next annual general meeting.⁶
- 5.6 Unless the association is subject to other higher quorum requirements, the presence of five (5) or more members entitled to vote at the meeting shall constitute a quorum.
- 5.7 The Executive Council or a panel of the Arbitration Committee may declare null and void any general meeting of an association for which or at which proper procedures have not been followed.

⁴ For greater clarity, the deadline is 5:00 PM on the date seven (7) days prior to the meeting, regardless of the start time of the actual meeting.

⁵ For greater clarity, a current Party member who joined the Party prior to the membership cutoff but joined the association after the membership cutoff would **not** be eligible to vote at the meeting.

⁶ For greater clarity, nominations from the floor are not permitted.

6. Amendments to association constitution

- 6.1 If an association has a constitution, and amendments to the association constitution were duly adopted by its membership, the association must deliver via email to the the Executive Director, with copies to the relevant officers listed in section 2.5, within twenty-one (21) days after the adoption of the amendments the following:
- a) a copy of the updated constitution
 - b) a copy of any explanatory note or track change version circulated to the membership
- 6.2 Within ninety (90) days of receipt by the Executive Director of any such amended association constitution, the Executive Council may declare some or all of the amended association constitution to be null and void.



Affiliated Associations Recognized by the Ontario Liberal Party

(As of April 19, 2026)

Ontario Young Liberals	Student clubs (16)	Riding clubs (11)
North	(n/a)	(n/a)
East	Carleton University University of Ottawa Queen's University	Ottawa Centre
Central East	Trent University	Peterborough—Kawartha
Central West	University of Toronto (Mississauga)	Brampton North Burlington Mississauga Centre Mississauga—Malton
Central North	(n/a)	Markham—Thornhill Newmarket—Aurora
Toronto (E/D/EY)	Toronto Metropolitan University University of Toronto (Downtown)	Etobicoke Centre
Toronto (Y/NY/S)	University of Toronto (Scarborough) York University	Don Valley East York Centre
South Central	Brock University McMaster University University of Guelph University of Waterloo Wilfrid Laurier University	(n/a)
Southwest	Western University University of Windsor	(n/a)
Ontario Women's Liberal Commission	Electoral District Women's Liberal Clubs (7)	Area Women's Liberal Clubs (4)
North	(n/a)	(n/a)
East	Carleton Kanata—Carleton Nepean Orleans	(n/a)
Central East	Durham	(n/a)
Central West	(n/a)	Dufferin Peel
Central North	(n/a)	York Region
Toronto (E/D/EY)	(n/a)	(n/a)
Toronto (Y/NY/S)	Scarborough—Guildwood Scarborough—Rouge Park	(n/a)
South Central	(n/a)	Waterloo Region
Southwest	(n/a)	South West