ONTARIO LIBERAL PARTY
RULES OF PROCEDURE FOR GENERAL MEETINGS

(As approved on August 2, 2007)

These Rules of Procedure supplement the Ontario Liberal Party Constitution. Please contact the Ontario Liberal Party office to ensure you are working from the most current version of these documents.

1. DEFINITIONS
1.1. These Rules of Procedures may be referred to as the Rules.
1.2. Unless otherwise defined by the Rules, all capitalized terms shall have the same meaning as in the Constitution of the OLP.
1.3. Unless otherwise indicated or required by context, the following definitions shall apply:
   (a) “Association” means an Affiliated Association;
   (b) “Association Executive” means the Members of an Association who are officers of the Association.
   (c) “Founding Meeting” means the first meeting of the Members of a new Association;
   (d) “General Meeting” means any meeting of the meeting of the Members of an Association except a Nomination Meeting, a Founding Meeting or a Leadership Election Meeting;
   (e) “Leadership Election Meeting” means a meeting of the Members of an Association called to elect delegates to a Leadership Convention;
   (f) “Membership List” means a list of an Association’s current Members and Immediate Past Members;
   (g) “Nomination Meeting” means a meeting at which the Association will nominate a Candidate;
   (h) “Notice” means notice of a meeting;
   (i) “President” means the President of the Ontario Liberal Party;
   (j) “Secretary” means the Secretary of the Ontario Liberal Party.
1.4. If any provision of an Association’s constitution conflicts with these Rules, these Rules shall prevail. If any provision of an Association’s constitution or these Rules conflicts with the Constitution of the OLP, the Constitution of the OLP shall prevail.

2. GENERAL MEETINGS
2.1. These Rules of Procedures are applicable to General Meetings of Associations.
2.2. An Association shall select its Executive and its delegates and alternates to a convention, other than a Leadership Convention, at a General Meeting.
2.3. An Association shall hold a General Meeting to hold the annual meeting required by the Constitution.
2.4. Any decision taken at a General Meeting that was not conducted in accordance with these Rules may be declared invalid and set aside by a Board of Arbitration.

3. CALLING A GENERAL MEETING
Meetings Called by Associations
3.1. A General Meeting may be called by an Association upon the adoption of a resolution by the Association Executive proposing the date and purpose of the meeting.
3.2. An Association shall notify the Secretary within five (5) days of the adoption by the Association Executive of a resolution calling a Meeting, and no later than twenty-one (21) days before the proposed date of the meeting.
3.3. The President shall review the date proposed by an Association for a General Meeting and may approve the date, or set a different date for the General Meeting.
3.4. If an Association fails to notify the Secretary that has called a General Meeting within the time set out in these Rules or the President may direct the Association to rescind or amend its resolution to set a new date for the General Meeting.

Meetings Called by Executive Council
3.5. A General Meeting may be called by the Executive Council upon the adoption of a resolution by the Executive Council setting the date and purpose of the meeting.

4. TIME AND PLACE OF A GENERAL MEETING
4.1. A General Meeting shall be held at a place determined by the Association Executive, and that:
   (a) is situated within the Association’s geographic boundaries, if any are defined;
   (b) is accessible for persons with disabilities;
   (c) is large enough to accommodate the number of Members reasonably estimated by the Association Executive to attend; and,
   (d) will permit the General Meeting to be conducted in a fair and orderly manner.
4.2. A General Meeting shall not be held on a date or at a time that is:
   (a) a statutory or civic holiday; or,
   (b) a religious holiday that would preclude or impede the ability of Members to attend the meeting.
4.3. The President may authorize or direct an Association to hold a General Meeting on a day or at a time or place that would otherwise be prohibited by these Rules.
5. MEETING NOTICE

5.1. Upon being notified that an Association will hold a General Meeting, the Secretary shall send a Notice to all Members and Immediate Past Members of the Association.

5.2. A Notice shall be sent no more than twenty-one (21) days and no later than fourteen (14) days before the date of the General Meeting.

Contents and Form

5.3. A Notice shall include, at a minimum:
   (a) notice that the meeting is a General Meeting;
   (b) the date, place and starting time of the General Meeting;
   (c) a brief description of the matters to be considered at the General Meeting;
   (d) the earliest time that any voting may be begin and end;
   (e) the name and telephone number or email address of a Member of the Association to whom inquiries about the Meeting may be directed;
   (f) the telephone number of the Ontario Liberal Party;
   (g) a statement, in bold type and printed the same size as the rest of the Notice, that any person may be required to produce personal identification before being permitted to vote at the General Meeting; and,
   (h) information about who is eligible to vote at the General Meeting.

5.4. The Executive Council may determine the form of a Notice required by these Rules, and may direct the Secretary to include additional information from time to time.

Method of Delivery

5.5. The Executive Council may determine the manner by which a Notice required by these Rules may be sent, and may direct the Secretary to use a particular manner from time to time.

5.6. If a Notice is sent by mail (including regular, registered and courier services), it shall be addressed a person's current home or work address known to the Secretary.

5.7. If Notice is sent by mail or courier, it shall be deemed to have been sent on the date it was delivered by the Secretary to Canada Post or the courier, as applicable.

5.8. If Notice is sent electronically, it shall be deemed to have been sent on the date it was transmitted by the Secretary.

Failure to Receive Notice

5.9. The failure of any person entitled to Notice to receive it shall not invalidate a meeting or any decisions taken at it.

6. OFFICIALS

Chair

6.1. For each General Meeting, the President shall appoint a Chair.

6.2. The Chair shall preside at the General Meeting and ensure that it is conducted in a fair and orderly manner, and in accordance with these Rules.

Returning Officer

6.3. The Chair shall appoint a Returning Officer.

6.4. The Returning Officer shall oversee the conduct of any voting at the General Meeting, and ensure that it is conducted in a fair and orderly manner in accordance with these Rules, and shall certify the results.

6.5. The Returning Officer may appoint and delegate any of his or her authority under these Rules to:
   (a) one or more Deputy Returning Officers to assist with the conduct of voting at the General Meeting; and,
   (b) one or more Credential Chairs to assist with the review and determination of challenges to a person's eligibility to vote or a person's identity.

Recording Secretary

6.6. The Chair may appoint a recording secretary to record decisions taken during the General Meeting.

7. ELIGIBILITY TO VOTE AT A GENERAL MEETING

7.1. Every Member in good standing of a Constituency Association may vote at a General Meeting of the Constituency Association, provided that:
   (a) if the person resides in the electoral district, he or she was in good standing at least seven (7) days before the date of the General Meeting; or
   (b) if the person does not reside in the electoral district, he or she was in good standing at least three (3) months before the date of the General Meeting; and,
   (c) the person has not voted at a General Meeting of another Constituency Association during the current calendar year.

7.2. Every Member in good standing of an Association that is not a Constituency Association may vote at a General Meeting of the Association if he or she was in good standing at least seven (7) days before the date of the General Meeting.

Membership Renewals

7.3. An Immediate Past Member of a Constituency Association who resides in the electoral district, and who renews his or her membership at any time before the General Meeting is called to order, shall be deemed to have been in good standing at least seven (7) days before the date of the General Meeting.
7.4. An Immediate Past Member of an Association that is not a Constituency Association, and who renews his or her membership at any time before the General Meeting is called to order, shall be deemed to have been in good standing at least seven (7) days before the date of the General Meeting.

7.5. The Chair may allow eligible Immediate Past Members to renew their memberships after the General Meeting is called to order if he or she believes it is expedient and in the best interests of the Ontario Liberal Party to do so, and no person will be unreasonably prejudiced by doing so.

Effective Date of New Memberships
7.6. The Secretary shall provide the Returning Officer with a Membership List that includes the effective date of each membership in an Association.

7.7. The information in the Membership List shall be deemed to be correct unless a person can establish a different effective date for a membership to the satisfaction of the Returning Officer.

7.8. A decision made by the Returning Officer regarding the date and time a new membership was effective shall be final.

Membership Freeze
7.9. No new Members shall be admitted to an Association during the period of time commencing seven (7) days before a General Meeting is scheduled to be held and ending when the General Meeting is adjourned.

8. CHALLENGES TO A PERSON’S ELIGIBILITY TO VOTE
8.1. Any Member may challenge the eligibility of a person to vote at a General Meeting by referring the matter to the Returning Officer.

8.2. The Returning Officer shall review a challenge and make a determination on a person’s eligibility to vote.

8.3. Where practicable, a Member should refer a challenge to a person’s eligibility to vote to the Returning Officer before the General Meeting is called to order.

8.4. Upon being referred a challenge to a person’s eligibility to vote or identity and before making a decision, the Returning Officer shall:
   (a) meet with the person;
   (b) ask the person appropriate questions to attempt to confirm his or her identity;
   (c) consult the membership register provided by the Secretary and review the person’s application form;
   (d) if the Returning Officer deems it necessary, inspect the person’s personal identification; and,
   (e) if the Returning Officer deems it necessary, require the person to make his or her signature in the presence of the Returning Officer, and compare it with the signature on the Member’s application for or renewal of membership.

9. CONDUCT OF A GENERAL MEETING
9.1. The Chair has final authority at a General Meeting to rule on all matters relating to the conduct of the meeting except the counting of ballots.

9.2. The Chair may reconsider or modify any previous ruling or earlier direction, but may also decline to do so with or without explanation and without further appeal at the General Meeting.

9.3. The Chair shall read aloud any notice or script as and when required by these Rules or the President.

9.4. The Chair may, if he or she believes it necessary to allow the General Meeting to be conducted in a fair and orderly manner in accordance with the Constitution, these Rules and any direction from the President:
   (a) delay, recess, or postpone the General Meeting;
   (b) move the General Meeting to another location; or
   (c) require any alternation of the physical arrangement of the meeting location.

9.5. If the Chair believes that it is necessary to move the location of the General Meeting, the Chair shall where practicable, consult with the President prior to making a decision to move the location and, if so, to where.

9.6. If the Chair decides to move the location of the General Meeting before it is called to order and there is sufficient time, the Secretary shall issue a revised Notice, in accordance with the Rules, setting out the new location.

9.7. Only Members who are eligible to vote may move or second a resolution, nominee or motion for consideration or raise a point of order at a General Meeting.

10. VOTING PROCEDURE
10.1. Unless otherwise required by the Constitution or these Rules, the Chair may determine the manner by which Members shall vote on any question during a General Meeting.

Secret Ballot Elections
10.2. If more than one person is nominated to be elected to a position, or as a delegate or alternate, the election shall be conducted by secret ballot, and the person receiving the highest number of votes shall be elected.

10.3. If two or more persons nominated to be elected to a position, or as a delegate or alternate, receive an equal number of the highest votes, the election shall be decided by drawing lots amongst those persons.

10.4. The Chair, in consultation with the Returning Officer, may decided to conduct one election for multiple positions, one election for each position, or any combination he or she determines is appropriate to ensure fair and orderly voting unless other required by the Constitution or these Rules.
10.5. A Member to whom a ballot was issued who has marked his or her ballot but wishes to correct the ballot before casting it may exchange the original ballot for a new ballot by returning it to the Returning Officer who shall personally destroy the original marked ballot immediately, without ascertaining or revealing its contents.

**Declaring Voting Closed**

10.6. When the Returning Officer reasonably believes that all Members eligible to vote in an election and who wish to do so have cast ballots, he or she shall advise the Chair to declare voting closed.

10.7. Upon being advised by the Returning Officer to declare that voting is closed, the Chair shall given Members at least five and no more than 10 minutes notice that voting will close.

10.8. No votes shall be cast after the Chair has declared that voting has closed.

**Counting Ballots**

10.9. Immediately after voting has closed, the Returning Officer and the Deputy Returning Officers shall collect the ballot boxes and all unused ballots.

10.10. The ballots shall be counted by the Returning Officer and the Deputy Returning Officers in a private place.

10.11. The Returning Officer shall have the final authority at a General Meeting to decide how any ballot will be counted in the event that the meaning of the ballot is challenged.

10.12. Upon the completion of the tabulation of all ballots cast, the Returning Officer shall certify the result of the vote and report it in writing to the Chair.

10.13. Upon receipt of the Returning Officer’s report, the Chair shall announce the result of the election(s) and seek unanimous consent from the Members to destroy the ballots.

10.14. If five (5) or more Members who were eligible to vote object to destroying the ballots, the Chair shall secure the ballots and deliver them under seal to the Secretary with a report setting out the nature of the objections and any alleged irregularities reported by Members.

10.15. If fewer than five (5) Members object to destroying the ballots, the Returning Officer shall destroy the ballots under the Chair’s supervision.

**Scrutineers**

10.16. Any person who is nominated to be elected at a General Meeting may appoint one or more scrutineers, but no more than the total number of Returning Officers and Deputy Returning Officers, to be present when Members are provided with ballots, when Members deposit ballots into ballot boxes, and when the ballots cast are counted.

10.17. Scrutineers shall not hinder or interfere with voting or vote counting, except to raise challenges or objections to the Returning Officer, and shall comply with all directions given by the Returning Officer.

**Returning Officer’s Decisions**

10.18. The Returning Officer may reconsider or modify any ruling or decision he or she previously made, but may also decline to do so with or without explanation and without further appeal at the General Meeting.