

ONTARIO LIBERAL PARTY



# 2021 GUIDEBOOK TO ORGANIZING YOUR PLA

ONTARIO LIBERAL PARTY  
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## Message from the President



As the President of the Ontario Liberal Party I know that our victory in 2022 will be delivered by volunteers like you. You are the face of our party in your community and the heart of our movement across Ontario.

If we are to ensure that Ontario has a Liberal government after the next election, we must work together to strengthen what has always been the historic backbone of our Party: the grassroots organisation in our communities. Our victories are never just won by a central campaign or in the Party office in Toronto, it is in every PLA in the province. It is at the door-steps of hundreds of thousands of doors. It is at the hands of a volunteer making just one more phone call.

In this document (and in the training resources provided through our Organising Ontario hub) you will find resources that will help your PLA organise, fundraise and prepare for the next election.

Thank you for all you have done and continue to do for our movement. And thank you for taking a leadership role in your PLA to help us as we work to build a Liberal Future for Ontario.

A handwritten signature in black ink, appearing to read 'BJ2'.

Brian Johns,  
President  
Ontario Liberal Party

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## Introduction to Provincial Liberal Associations (PLAs)

This document is a starting point to help you get active as a volunteer in your riding. It is just one component of the training materials available to Ontario Liberal Party members. We appreciate any feedback you have on how to continuously improve training offered by the Party. You can share suggestions at any time by emailing **Emma Wakelin, Manager of Mentorship and Training** at [ewakelin@ontarioliberal.ca](mailto:ewakelin@ontarioliberal.ca)

### Building a Strong Local Liberal Team

The Ontario Liberal Party (OLP) is made up of countless members who want to contribute to a better Ontario starting in our own communities. Joining a local Provincial Liberal Association (PLA) is a great way to start achieving the change we want to see for our families and our friends right at home. By building strong local Liberal associations where we live we can elect great Liberal candidates who will champion the causes we care most about: a world-class education system, accessible quality healthcare, and a strong economy built for the jobs of tomorrow. This guide will help you find out how you can contribute to your local PLA and help you determine the way you can make the greatest impact as a strong advocate for our shared values in your community. **It will also give you some tools and information about how to organize on a local level.**

### What is a Riding Association?

Riding associations (also called constituency associations) are the local chapters of political parties. These associations, known as a Provincial Liberal Association or PLA, are organizations formed in an electoral district to support the party. Riding associations are an important point of contact between the community, party members, and the party itself. Riding associations exist year round, not just at election time. During the writ (the official election campaign period), the riding association supports the party's candidate in the election. Often, members of the riding association will form the core of the local campaign team. Between elections, riding associations work to maintain the party's presence in the community through outreach activities, volunteer recruitment, membership drives and fundraising initiatives. Riding associations are entirely volunteer driven! Our success is because of you. We welcome your ideas and creative thinking in terms of how we can best engage with the broader community respond to local issues and interests in a meaningful and productive way.

## Introduction to Provincial Liberal Associations (PLAs)

### Your Riding Association

Your local Executive will have many different positions which local volunteers will fill in order to carry out the business of the Party within your community. The Executive is led by a **PLA President** who chairs meetings and often acts as the spokesperson for the riding association. The President also represents your local Liberal association within the broader Ontario Liberal Party at major events and in the operations of the Party. (See page 16 for an organization chart.) The President has a great deal of help from other members of the riding executive which can include but is not limited to an Executive Vice-President, a Treasurer/Chief Financial Officer, a Secretary, a Membership Chair/Secretary, and various Directors. A riding association will often have committees that members can serve on to advance work in specific areas on behalf of the Party at the local level. These can be standing committees that focus on carrying out regular tasks such as communications, fundraising, or policy development.

### Getting Involved Locally

Getting involved with your local Liberal Association doesn't have to be time consuming or a lot of work. Our members bring a great deal of talent and experience to all of our efforts at the local level and your own abilities will help us build a strong movement in your community. Any amount of time you can give will always be appreciated and the value you bring to our Party can truly make a difference between now and Election Day. Here are just some of the ways you can get involved:

**If you're a communicator...** why not get involved and use your talents in a way that will share our message with Ontarians and elect a Liberal in your riding? There are a lot of ways you can help, whether it's writing letters to the editor of your local paper, adding content to your PLA's website, spreading the word on social media, writing a newsletter for members of your PLA, or creating direct contact materials like event invitations.

**If you're a 'people' person...** your PLA could use your help with the hard work of outreach, engagement and fundraising. An organization can't exist without members and growing our ranks while deepening our relationship with Liberals in the community is essential to our success during an election. Likewise, without the key funds it takes to run an organization the every day work of the PLA like outreach becomes a lot harder. And without a go-to host your PLA won't be able to put on the type of events that bring in members and donors. Your natural new members, keep current members interested, and find donors to fund successful campaigns.

## Introduction to Provincial Liberal Associations (PLAs)

### Getting Involved Locally

**If you're a problem solver with a positive outlook...** you might be just who your riding association needs on their policy team to help generate innovative solutions to the challenges facing our province. Many of the policies our Party has introduced in government have come directly from our members in local riding associations. By getting involved in our policy process you can actually influence the direction our province takes now and in the future.

**If numbers speak to you...** you could help your PLA in a significant way by helping manage the finances of the association or providing important data support. Bringing in fundraising dollars is important but keeping good financial records is paramount to a strong riding association. And an association would be nothing without solid data to work from when targeting communications to voters or reaching out to potential donors. Without number crunchers like you we wouldn't know where to start when it comes to so many of the activities that are essential to our success at the polls.

**If you were born to plan, organize, and strategize...** your PLA would benefit from your long-term vision and ability to pay attention to the details that make or break so much of what we do as political activists. Every riding association needs members who can look to the next election cycle and plan out the necessary steps the association must take to win. You can help map out an election readiness strategy or work together with other members on long-term strategies in areas like membership, communications, and fundraising.

The best part of working within a strong, local Liberal team is that you'll never be alone in any of the work you do. When we come together based on our strengths and work together towards a common purpose we can do amazing things to improve our communities and our province. Contact your association to find out more about how you can get involved and what we can achieve together!

## Introduction to Provincial Liberal Associations (PLAs)

### **Join the Ontario Liberal Party Family**

If you're not sure which role is a good fit for you, attend a local meeting or contact your riding president to learn more. You also don't have to wait until your first local Liberal association meeting before getting more involved in the Party. There is an entire extended family of Liberals across the province already active beyond our immediate communities. As communications technologies improve we are connecting in more places more often so join the conversation today!

Be sure to visit the OLP website and sign up for updates. The latest information about our Party can be found on our website at [ontarioliberal.ca](http://ontarioliberal.ca). Here you will be able to find out more about our team in the Legislature and the Executive Council that governs all we do as a Party. You can also find contact information for our team of local leaders — our PLA presidents — and learn how to get more involved. Visiting the Party website will also allow you to sign up for the regular news updates from the Party sent directly to your email inbox.

Join us on social media! The Ontario Liberal Party is also on Facebook, Twitter, Instagram and YouTube. To be a part of our online conversation, visit our pages today!

The Ontario Liberal Party has a dedicated team who are happy to answer any questions you might have about being a member of our Party. You can send us an email any time at [info@ontarioliberal.ca](mailto:info@ontarioliberal.ca) or call us toll at 1-800-268-7250

## Organizing a PLA

### Description of the PLA Executive Committee Positions

Under the OLP Constitution, each constituency association is required to have a local constitution. Some PLAs use a template constitution proved by the OLP, while others have amended their constitution to suit local needs, the purpose of the constituency association is to promote and support the principles and policies of the Ontario Liberal Party, to support and promote the election of the Liberal Members of Provincial Parliament, and to organize the electoral district for the OLP.

The OLP template Constitution includes the following Executive Committee positions, elected at the PLA's Annual General Meeting ("AGM"):

#### President

The President plays an important leadership role on the Executive Committee and encourages participation in the activities of the association throughout the year, and in preparation for the next provincial election. The President chairs meetings of the Executive Committee and the association, and is responsible for calling meetings of the Executive Committee in accordance with the PLA Constitution (i.e. must provide 5 days notice to members of the Executive Council to call a meeting) The President of each constituency association is a voting member of the OLP Provincial Council.

#### Executive Vice-President

The Executive Vice President supports the President in the performance of their duties and fills in for the President's duties when they are unavailable.

#### Treasurer

It is the Treasurer's duty to maintain the books of record and bank account for the constituency association. The Treasurer will present a financial report at the PLA AGM and at Executive Committee meetings.

#### Secretary

The Secretary is responsible for keeping the meeting minutes for the association. The Secretary is also responsible for preparing and maintaining the list of contact information for members of the Executive Committee, and for providing this information to the OLP within four weeks of an AGM.

#### Directors

The Executive Committee may include a number of Directors-at-Large as specified in the Constitution.

## Organizing a PLA

### Appointed Voting Members of the Executive Committee (EC)

The following voting members are appointed by the Executive Committee:

#### Chief Financial Officer

The Chief Financial Officer (“CFO”) is responsible for ensuring the association’s compliance with the Election Finances Act, R.S.O. 1990. The obligations of a CFO are significant. Because of the skills required, it is recommended that the CFO have knowledge of accounting or bookkeeping. The CFO should familiarize themselves with the forms and handbooks for constituency associations, available on the Elections Ontario website [here](#).

In particular, the CFO Handbook for Constituency Associations contains important information about the political financing rules in Ontario, including the administration of contributions and the annual financial statement that must be filed by the constituency association on or before May 31 of each year: The handbook is available in the “Constituency Association” section online [here](#).

David Pretlove, Manager of Compliance at OLP is available by phone or email to assist with questions around political financing and compliance:

Telephone: 1-800-268-7250 ext. 7738

Email: [dpretlove@ontarioliberal.ca](mailto:dpretlove@ontarioliberal.ca)

### Chairs of Committees

The Executive Committee appoints committee chairs and direct the activities of committees such as Organization, Policy, Research and Fundraising.

Each Committee should have at least two members, in addition to a Chair.

The committees most Provincial Liberal Associations have include:

- Policy
- Membership
- Fundraising
- Finance
- Events
- Communications

## Organizing a PLA

### Ex-officio Voting and Non-voting Members

PLA constitutions traditionally designate some positions as ex-officio. Consult your constitution for specifics, but roles that have been traditionally included are:

- The immediate Past President of the PLA
- The local Liberal MPP, or where there is no Liberal MPP, the past OLP candidate
- The President of any affiliated Ontario Young Liberal (“OYL”) club.

The following ex-officio members **do not have voting rights** on the PLA Executive Committee, but are designated Executive Members:

- The OLP Area Coordinator for the electoral district
- The President of the overlapping Federal Electoral District Association (“EDA”)
- The local Liberal MP, or where there is no Liberal MP, the past LPC candidate.

## Fundraising

Fundraising is one of the most important activities of the PLA. We are an entirely donor and volunteer-drive organization! Donations can only be accepted from individuals who are Ontario residents.

Donations can be made by way of a cheque payable to the Provincial Liberal Association, or [online](#) or by phone at 1-800-268-7250.

If you contribute online or over the phone, make sure you state that you want your donation to go to a specific PLA.

Contributions to Ontario Political parties are eligible for generous tax credits. Please share this information with potential donors!

### Eligible Donors

The PLA may accept contributions from individuals residing in Ontario. Contributions from corporations or trade unions are prohibited.

## Fundraising

### 2021 Contribution Limit

There are limits on the contribution amounts that may be accepted by a registered constituency association. The maximum annual contribution for an individual contributor has recently been increased to \$3,300 per year for 2021.

Note that the same person may also give the \$3,300 maximum to the party, in addition to the local association in a year (i.e. total maximum contribution to both entities of \$6,000 in a year).

In 2021, the contribution limit to registered provincial political parties in Ontario is \$3,300. The amount of your tax credit depends on how much you give.

Contribution*	Tax Credit	Cost to You
\$50.00	\$37.50	\$12.50
\$100.00	\$75.00	\$25.00
\$250.00	\$187.50	\$62.50
\$400.00	\$300.00	\$100.00
\$800.00	\$503.75	\$296.25
\$1,200.00	\$703.75	\$496.25
\$3,300.00	\$1,423.00	\$1,877.00

\* Total, cumulative annual contribution. This information is provided for guidance only. Please consult the [Ministry of Finance](#) or [Elections Ontario](#) for further information.

## Fundraising

### Monthly Giving: Future Fund

Regular monthly contributions can be made to the PLA and/or the party. A “Future Fund” monthly donor is anyone who contributes a minimum of \$10 per month through an automatic credit card payment. Monthly donors can specify where they want their monthly donation to go. A donor can choose to give monthly to a specific PLA even if they don’t live in the riding.

Monthly contributions can be set up online [here](#), or by phone at 1-800-268-7250.

### Cash Donations

An association may accept cash donations of up to \$25. Consider holding a “pass the hat” event to accept cash donations at any social gatherings of the PLA or any special events. This is an easy way to raise some funds. Note that receipts will not be issued for cash contributions of \$25 or less. Contributions larger than \$25 cannot be made in cash.

### Non-monetary Contributions

Goods and services received by the association are considered to be a contribution to the association if they have a total annual value of more than \$100.

If the total annual value of goods and services received from an individual is \$100 or less, the person providing the good or service can specify that they don’t wish for the donation to be treated as a contribution.

Example: If Joe buys \$40 in pizza to the PLA meeting for dinner, since the value of the pizza is less than \$100, the CFO will ask Joe whether or not he wishes to treat the pizza as a contribution. If Joe says yes, he would be issued a tax receipt for a \$40 contribution. If he says no, the pizza would not be treated as a contribution.

Note that the \$100 threshold applies to the whole year. So, Joe can’t bring \$40 in pizza to every meeting, unless he wants his ongoing pizza gift to be considered a contribution.

When calculating the value of goods and services, the fair market value should be used. Important note: volunteer labour (i.e. giving your time by door knocking or making calls) is not considered a non-monetary contribution!



# Organizing Your PLA

## Membership

### **Membership Fees**

We are building the most open and inclusive party in Ontario politics and all Ontarians are invited to join us as a party member – for free.

Our party welcomes all Ontarians who want to strengthen public health care, deliver quality education, grow a stronger economy, and protect our environment for generations to come.

Get involved in our movement, or encourage others to join the Party by completing the free [membership sign-up form](#) today.

## Types of Meetings

The following are traditional meetings in PLA Constitutions:

### **Regular PLA Meetings**

#### **Call of meeting**

A meeting of the Executive Committee may be called by the President or at the written request of any three (3) elected member of the Executive Committee.

#### **Notice**

Notice of the meeting date, time and place shall be given by the Secretary to each member of the Executive Committee member at least five (5) days prior to the meeting.

#### **Quorum**

The presence of 50% the members entitled to vote at the Executive Committee meeting constitutes quorum.

#### **Removal**

An elected Executive Committee member who is absent from three (3) consecutive meetings without cause may be removed from their position, which will then be declared vacant

### **Annual General Meetings**

An AGM must be held each year at the time and place fixed by the Executive Committee.

Written notice of the meeting must be provided to all members of the association fourteen (14) days in advance of the meeting. The notice will be delivered by the Party Secretary of the OLP, and will be delivered by email. If the PLA wishes to deliver notice by regular mail, delivery would be the responsibility of the riding association.

In order to meet the 14 day notice period for your PLA AGM, you should coordinate with OLP well in advance, so that they can send out notice in the prescribed form and on time.

A President's report and Treasurer's Report must be delivered at the AGM.

Please note that you must contact the OLP office to secure authorization for an AGM.

## Types of Meetings

### **Tips on Chairing a Meeting**

Here are some helpful tips for the PLA Presidents to assist in chairing efficient and effective meetings:

- Keep a written list of speakers, and acknowledge when someone has been added to the list.
- If a heated topic comes up for debate, outline the debate procedure as specifically as possible before opening debate. You may wish to employ the following common techniques:
  - Limit the time for each speaker
  - Limit the number of speakers 'for' and 'against' the proposal
  - Defer the motion to a committee for further examination and a report back at a later time
  - Do not be afraid to cut off the speaker when they have reached end of their allotted speaking time
  - Ensure that meeting minutes are properly maintained, and are filed appropriately by the Secretary
  - Try to have at least one actionable item to come out of each meeting to keep members focused and engaged.

## Elections Ontario Requirements

### Change in Information

When there is a change in CFO or auditor, the registered constituency association must immediately appoint another CFO or auditor and file a revised Constituency Association Registration and Change Notice Form (A-1).

PLAs should make sure to take care of this important housekeeping step after the election of a new Executive at the annual general meeting.

The form is available [here](#).

### Annual Audited Financial Statements

The CFO of a registered constituency association must file signed, annual audited financial statement (Form AR-1) and supporting documentation with Elections Ontario on or before May 31 of the following year.

The annual financial statements must include all activities for the calendar year ending December 31 other than those during a campaign period. The form is available [here](#).

Further details on the financial administration of constituency associations appears under the heading “CFO” and throughout this guide.

### CFO Handbook for Constituency Associations

Elections Ontario publishes a helpful guide for CFOs called the “CFO Handbook for Constituency Associations.” The handbook is available [here](#).

Please note that these handbooks are dated and frequently updated as legislative changes take effect. You can refer to older documents for general introductory information, but please rely on the current documents/handbooks as soon as they are made available.

David Pretlove, Manager of Compliance at OLP is available by phone or email to assist with questions around political financing and compliance:

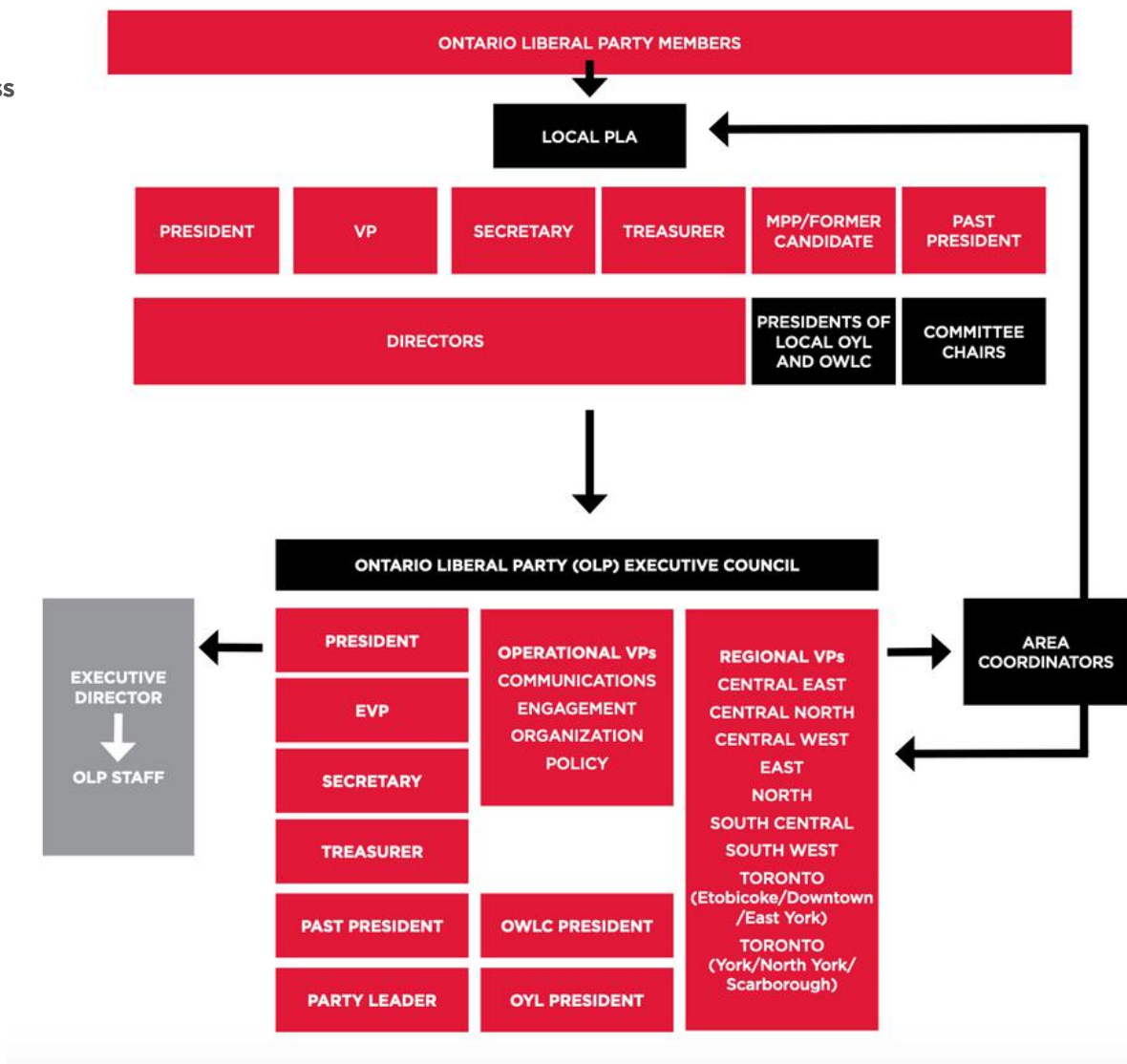
Telephone: 1-800-268-7250 ext. 7738

Email: [dpretlove@ontarioliberal.ca](mailto:dpretlove@ontarioliberal.ca)

## Who's Who

### CFO Handbook for Constituency Associations

OLP is made up of local party members in communities across the province. Those members belong to Provincial Liberal Associations (PLAs) who are served by a volunteer, democratically elected Executive. The party at large is also served a volunteer, democratically elected Executive Council and led by our Party Leader Steven Del Duca.



## Helpful Resources

The attached resources will help you plan an effective and efficient meeting.

### **Sample Script for Meeting Chair**

#### **Opening Remarks and Call to Order**

Chair: Hello everyone, I would like to thank you all for being with us this evening. I would like to now call to order the monthly meeting of the Executive Committee of the (insert Riding) Provincial Liberal Association.

#### **Adoption of Meeting Agenda**

Chair: I now call for approval of the agenda. Do I have someone who will move the adoption of the agenda? Someone to second? All in favour? All opposed? Carried.

#### **Minutes of Previous Meeting**

Chair: I now call for the approval of the Minutes of the previous meeting held on {Insert Date}. Do I have someone who will move the adoption of the minutes? Someone to second? All in favour? All opposed? Carried.

#### **Reports**

Chair: I now call upon the Executives and Committee Chairs to deliver their Reports. (Call upon table officers to deliver their reports).

#### **Financial Update**

Chair: I now call upon our Treasurer to provide an update as to our financial situation.

#### **Other Business**

Chair: Is there any other business to discuss? (if no other business, move on).

#### **Adjournment**

Chair: May I have a motion to adjourn the meeting? Second? All in favour? So carried.

## Helpful Resources

### Meeting Agenda Template

#### Executive Committee Meeting

#### AGENDA

Day, Month Date, Year

#### TIME

- Opening remarks
- Attendance
- Adoption of the agenda
- Minutes
- Adoption of the minutes of the meeting held on \*date of last meeting\*
- Follow-up of the minutes of the meeting held on \*date of last meeting\*
- Update on the financial situation of the riding
- Follow-up of the activities held in the riding
- Other business
- Scheduling of the next meeting•
- Adjournment

#### Notes:

Personalize the agenda according to the specific needs of the meeting or of your riding association. For example, the following points may be integrated if necessary:

- Roundtable/Question period
- Special orders /Special projects
- Reading of the minutes from the last meeting
- Visit from Mr./Ms. \*name\* to discuss \*subject matter\*

## Helpful Resources

### Template Meeting Minutes

PLA Executive Committee Meeting — PLA Name

Minutes of the meeting of the meeting held {day of the week, month, day, year} at {hour}, at {location}.

Present at the meeting:

Present by phone:

- Opening remarks
- {Chair's name} called the meeting to order at {time}.
- Attendance
- Attendance is taken amongst the member of the Executive Committee present, as well as members joining the meeting on the phone.
- Adoption of the agenda
- {Name} moved the motion to approve the agenda, seconded by {Name}. The motion was carried.
- Minutes
- Adoption of the minutes of the meeting held on {date}
- {Name} moved the adoption of the minutes, seconded by {Name}. The motion was carried.
- Follow-up of the minutes held on {date}
- {Name} moved the adoption of the minutes, seconded by {Name}. The motion was carried.
- (Optional, follow-up on the action points decided in the last meeting)
- Financial update
- Riding activities
- Other business
- Scheduling of the next meeting.
- The next meeting of the Board of Directors will be held on {Date}.
- Adjournment
- {Name} moved to adjourn the meeting. The motion was carried and the meeting was adjourned at {time}.

## A Guide to Robert's Rules of Order

### What are Robert's Rules?

Robert's Rules are a guide for the conduct of meetings and group decision-making. Following the Rules allows everyone to be heard helps groups make decisions without confusion.

### Why are these Rules important?

The Rules are a time-tested method of conducting business at meetings and public gatherings that can be adapted to suit the needs of any given organization. By using the following guide, you will allow for efficient meetings that allow for group participation.

### Cheat sheets

Here are some resources:

- [diphi.web.unc.edu/files/2012/02/MSG-ROBERTS\\_RULES\\_CHEAT\\_SHEET.pdf](http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf)
- [dummies.com/cheatsheet/robertsrules](http://dummies.com/cheatsheet/robertsrules)
- Full copy of Robert's Rules of Order:  
<https://robertsrules.org/robertsrules.pdf>

### Meeting types

- **Regular meetings:** monthly meetings are regular meetings.
- **Special meetings:** special meetings or “called meetings” are held when there are urgent matters to be decided that cannot wait until the next regular meeting. Special meetings are rare, and notice is required.
- **Annual General Meeting (AGM):** The PLA Executive Committee is elected each year at the association's AGM. Notice of the AGM is issued by the OLP to all members of a PLA. 14 days notice is required. All eligible members may vote at the AGM. Anyone wishing to stand for a position on the Executive Committee must file their intent with the OLP 7 days before the AGM.

## A Guide to Robert's Rules of Order

### Order of business sequence for meetings

- **Reading and approval of minutes:** adopt the minutes from the last meeting.
- **Reports of officers and committees:** learn what the committees have been working on before making any decisions. The committee reports may be informational only, or may contain recommendations giving rise to motions.
- **Reports of special committees:** reports from special committees appointed by the group for a specific purpose.
- **Special orders:** taking up particular items, where required by the group's governing documents.
- **Unfinished business and general orders:** dealing with any motions postponed from the last meeting, or any business that was left unfinished at the time that the last meeting adjourned.
- **New business:** new matters of business are addressed last.

### Using motions to participate in the meeting

Everything the group does starts with a motion. Motions allow members to express themselves. There are 5 classes of motions, each with a different purpose.

- **Main motions.** The most basic and most common motion type. A main motion says "Let's do this." It brings forward Use it to bring forward an idea for discussion and action. Example: "I move that we buy a web domain for the riding association," or "I move that we implement the recommendation of the membership committee to pay for a mailout." There are 2 classes within the main motion:
  - **Original main motions.** Deals with the goals/objectives of the group, rather than the internal business. Example: "I move that we form a fundraising committee."
  - **Incidental main motions.** Deals with business that started in the original main motion. It revisits the subject matter of the main motion for further discussion/decision making. Example: The events committee found a venue for the holiday party, but the venue wants a deposit of \$200 to book the space. At the next meeting, the events committee reports to the group with a recommendation that the members authorize and direct the treasurer to issue a cheque for \$200 to the venue. The chair of the events committee makes an incidental main motion to adopt the recommendation of the committee.

## A Guide to Robert's Rules of Order

### Using motions to participate in the meeting (cont'd)

- **Subsidiary motions.** A subsidiary motion says “Let’s do this... to take care of the main motion.”
- **Privileged motions.** Says “Let’s do this... even though there’s a pending main (or subsidiary) motion.”
- **Incidental motions.** Says “Let’s do this... to better handle the pending motion.”
- **Motions that bring a question before the assembly** (i.e. a “bring back motion”). A special class of motions that allows the group to make changes to a decision that was already made.

### How are motions presented?

- The member rises and addresses the Chair, by stating “Mr./Madame Chair...” The member waits to be recognized.
- The Chair recognizes the member.
- The member makes the motion. The member should speak clearly and concisely. It can be helpful to write your motion out ahead of time to make sure it’s as clear as possible. Always state motions affirmatively (i.e. “I move that we...” as opposed to, “I move that we do not...”
- Another member must second the motion. This shows at least one other person in the group thinks the item should be discussed. If no one seconds the motion, the motion is lost and cannot proceed.
- The Chair states the motion by saying “It is moved and seconded that... [and then reads the motion to the members.]” This process places the for the consideration of the group.

### How are motions presented? (Cont'd)

- The members debate the motion. First, the Chair recognizes the member who made the motion and allows that person the floor to explain the motion and the reasons behind it. Other members wishing to speak for or against the motion may seek the recognition of the Chair. They must wait to be recognized and wait their turn to speak.
- The Chair puts the question and the members vote. The wording of the question should be very clear. The Chair will ask for those in favour to say “Aye” and those against to say “Nay.” This can also be done by a show of hands.
- The Chair announces the result. If the motion is carried (adopted), the Chair will say “The Ayes have it, the motion is carried/agreed to.” If the motion did not succeed, the Chair will say “The Nays has it, and the motion is lost/fails.”

**Note:** Once the motion is presented before the PLA, it becomes property of the assembly and therefore cannot be changed without the consent of the members.

## A Guide to Robert's Rules of Order

### Debate

Debate occurs when when a motion is being discussed. The person presiding over the debate (usually the chair) will keep track of who has spoken and who wants to speak. The Chair will assign the floor on a first-come, first-served basis. Members who have the floor should direct their comments through the Chair.

### Voting Methods

The method of vote on any motion depends on the situation and the by-laws in effect in your organization. Here are the methods used by most organizations:

- **Unanimous consent.** Where possible, this is the easiest choice because it saves time. It involves asking members whether anyone objects to the motion. If no one objects, the motion is adopted.
- **Voice vote (viva voce).** The customary method for voting on motions that require a majority vote for adoption. The Chair asks those in favour to say “Aye”, those opposed to say “Nea”. Any PLA member may move to ask for an exact count.
- **By roll call.** Each member answers “Yes” or “No” as his name is called. This method is used when a record of each person’s vote is required. It is most common for organizations where members represent different constituencies, and known how a member voted will be important to the member’s constituents.
- **By division.** There is a slight variation of the voice vote. It does not require a count unless the Chair so desires. Members raise their hands or stand.
- **By ballot.** This method can be used when secrecy is desired. Members write their vote onto a slip of paper.

## Provincial Ridings by Region

### Central East

Ajax  
Bay of Quinte  
Durham  
Haliburton-Kawartha Lakes-Brock  
Hastings-Lennox and Addington  
Northumberland-Peterborough South  
Oshawa  
Peterborough-Kawartha  
Pickering-Uxbridge  
Whitby

### Central North

Aurora-Oak Ridges-Richmond Hill  
Barrie-Innisfil  
Barrie-Springwater-Oro-Medonte  
Dufferin-Caledon  
King-Vaughan  
Markham-Stouffville  
Markham-Thornhill  
Markham-Unionville  
Newmarket-Aurora  
Parry Sound-Muskoka  
Richmond Hill  
Simcoe-Grey  
Simcoe North  
Thornhill  
Vaughan-Woodbridge  
York-Simcoe

### Central West

Brampton Centre  
Brampton East  
Brampton North  
Brampton South  
Brampton West  
Burlington  
Milton  
Mississauga Centre  
Mississauga East-Cooksville  
Mississauga-Erin Mills  
Mississauga-Lakeshore  
Mississauga-Malton  
Mississauga-Streetsville  
Oakville  
Oakville North-Burlington

### East

Carleton  
Glengarry-Prescott-Russell  
Kanata-Carleton  
Kingston and the Islands  
Lanark-Frontenac-Kingston  
Leeds-Grenville-Thousand Islands and  
Rideau Lakes  
Nepean  
Orléans  
Ottawa Centre

### East (Cont'd)

Ottawa South  
Ottawa-Vanier  
Ottawa West-Nepean  
Renfrew-Nipissing-Pembroke  
Stormont-Dundas-South Glengarry

### North

Algoma-Manitoulin  
Kenora-Rainy River  
Kiiwetinoong  
Mushkegowuk-James Bay  
Nickel Belt  
Nipissing  
Sault Ste. Marie  
Sudbury  
Thunder Bay-Atikokan  
Thunder Bay-Superior North  
Timiskaming-Cochrane  
Timmins

## Provincial Ridings by Region

### South Central

Cambridge  
Brantford-Brant  
Flamborough-Glanbrook  
Guelph  
Hamilton Centre  
Hamilton East-Stoney Creek  
Hamilton Mountain  
Hamilton West-Ancaster-Dundas  
Kitchener Centre  
Kitchener-Conestoga  
Kitchener South-Hespeler  
Niagara Centre  
Niagara Falls  
Niagara West  
St. Catharines  
Waterloo  
Wellington-Halton Hills

### South West

Bruce-Grey-Owen Sound  
Chatham-Kent-Leamington  
Elgin-Middlesex-London  
Essex  
Haldimand-Norfolk  
Huron-Bruce  
Lambton-Kent-Middlesex

### South West (Cont'd)

London-Fanshawe  
London North Centre  
London West  
Oxford  
Perth-Wellington  
Sarnia-Lambton  
Windsor-Tecumseh  
Windsor West

### Toronto

#### Etobicoke/Downtown/East York

Beaches-East York  
Davenport  
Etobicoke Centre  
Etobicoke-Lakeshore  
Etobicoke North  
Parkdale-High Park  
Toronto Centre  
Toronto-Danforth  
Toronto-St. Paul  
Spadina-Fort York  
University-Rosedale

### Toronto

#### York/North York/Scarborough

Don Valley East  
Don Valley North  
Don Valley West  
Eglinton-Lawrence  
Humber River-Black Creek  
Scarborough-Agincourt  
Scarborough Centre  
Scarborough-Guildwood  
Scarborough North  
Scarborough-Rouge Park  
Scarborough Southwest  
Willowdale  
York Centre  
York South-Weston



# NEED ASSISTANCE?

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